

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Wednesday, December 20, 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:
 - 11.21.2023 Regular Board Meeting
 - 12.06.2023 Special Board Meeting
- IV. **Recognition of visitors**
- V. **Raider Spotlight**
- VI. **Announcements and Recognitions**
 - Mayor - Mary Fastbender
 - SPARK Grant Awards
 - a. Recognition Awards
- VII. **Listening Session Summary**
- VIII. **Reports and Discussions**
 - a. Perceptions Survey Board Statement
 - b. Superintendent Mid-Year Evaluation Summary
 - c. Superintendent
 - i. Cadence Review
 - 1. Leadership Goal Updates
 - ii. Adult Education Review
 - iii. State of the District
 - iv. American Indian Education Plan
 - d. Building Construction Fund Project Update
 - e. Truth in Taxation
 - f. ISD 917 Update
 - g. Policy Committee Meeting
 - h. Policies
 - i. First Reading
 - 1. 301 School District Administration
 - 2. 302 Superintendent
 - 3. 303 Superintendent Selection
 - 4. 304 Superintendent Contract, Duties, and Evaluation
 - 5. 305 Policy Implementation
 - 6. 306 Administrator Code of Ethics
 - 7. 401 Equal Employment Opportunity
 - 8. 402 Disability Nondiscrimination
 - 9. 404 Employment Background Checks
 - 10. 408 Subpoena of a School District Employee
 - 11. 410 Family and Medical Leave Policy
 - 12. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - ii. Second Reading
 - 1. 413 Harassment and Violence

2. 416 Drug, Alcohol, and Cannabis Testing
3. 507 Corporal Punishment and Prone Restraint
4. 601 School District Curriculum and Instruction Goals
5. 620 Credit for Learning

IX. Action Items

- a. Consent Agenda
 - i. Bills Payable
 - ii. Personnel Report
 - iii. District-Wide Camera Expansion
 - iv. Policies for approval after 2nd reading
 - 507 Corporal Punishment and Prone Restraint
 - v. Policies for approval after 3rd reading
 - 613 Graduation Requirements
 - vi. Policies for approval with non-substantial changes
 - 214 Out-of-State Travel by School Board Members
 - 503 Student Attendance
 - 710.1FRM Athletic Transportation Policy
- b. Items for Individual Action
 - i. 213 School Board Committees
 - ii. 215 Addressing School Board Member Violations
 - iii. 215.1PR Addressing School Board Member Violations Procedure
 - iv. 2023 Payable 2024 Levy
 - v. Revised Budget

X. Future Meetings

XI. Adjournment

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

A Special Meeting of the School Board of Independent School District No.200, Hastings, Minnesota, was held on Wednesday, December 6, 2023, at the Hastings Middle School Media Center.

The meeting was called to order by Chairperson Lisa Hedin at 6:02 PM.

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

After the Pledge of Allegiance a motion was made to approve the agenda. This motion was made by Carrie Tate and seconded by Mark Zuzek. The vote was: 4 ayes, 0 nays, motion carried unanimously.

A motion to amend the special meeting to remove the evaluation closed session with the intent to add it to the end of the work session was made by Mark Zuzek and seconded by Carrie Tate. The vote was: 4 ayes, 0 nays, motion carried unanimously.

The World's Best Workforce Presentation was presented by Superintendent Dr. Champa, Andy Larson and Brienna McNamara.

Jessica Dressely arrived at 6:10 PM.

A motion was made to approve the resolution authorizing the Certification of Election and waive the reading as part of the motion was made by Brian Davis and seconded by Mark Zuzek. Those voting in favor: Jessica Dressely, Mark Zuzek, Brian Davis, Carrie Tate, and Lisa Hedin. Motion carried.

A motion was made by Brian Davis to close the meeting and seconded by Jessica Dressely.

The meeting was adjourned at 7:03.

Closed Meeting

The meeting was called to order by Chairperson Lisa Hedin at 8:59 PM.

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

The item before the board is to move to a closed session pursuant to Minnesota Statutes 13D.05, Subd. 3(a) for Superintendent evaluations.

A motion was made by Jessica Dressely to close the meeting, seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously.

Meeting closed at 9:00 PM.

A motion was made to adjourn to an open the meeting was made by Jessica Dressely and seconded by Carrie Tate. Those voting in favor: Jessica Dressely, Mark Zuzek, Brian Davis, Carrie Tate, and Lisa Hedin. Motion carried unanimously.

With no further business to discuss, a motion was made to adjourn the meeting by Mark Zuzek and seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 10:03 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 Tuesday, November 21st, 2023, at the Hastings Middle School Media Center.

The meeting was called to order at 7:30 PM.

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

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

A subsidiary motion to add 215 and 215.1PR to the agenda as a Second Read was made by Stephanie Malm and seconded by Mark Zuzek. The vote was: 5 ayes, 0 nays, motion carried unanimously.

Director Jessica Dressely asked to remove 412.1PR from the consent agenda and add it as the first individual action item in the agenda for tonight.

A motion to approve the minutes from the October 25, 2023 Regular Board Meeting the November 8, 2023 Special Board Meeting and the November 15, 2023 Special Board Meeting was made by Stephanie Malm and seconded by Jessica Dressely. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the October 30th, 2023 Special Board Meeting Minutes was made by Stephanie Malm and seconded by Jessica Dressely. Carrie Tate Abstained. The vote was: 4 ayes, 0 nays, 1 Abstain. Motion carried.

Chairperson Hedin recognized the visitors in the room and those viewing remotely. Chairperson Hedin thanked the public for passing the Tech Levy.

There was no Raider Spotlight. Superintendent Champa congratulated the swim team, recognized the musical theater group and recognized the middle school choir. She also thanked the Veteran's Day Program participants and Vice Chair Stephanie Malm who was the speaker.

There was no listening session summary.

The Audit Report Presentation was given by Auditor Aaron Neilson.

The Perception Survey Presentation was given by Daren Sievers.

Superintendent Champa provided the Board with the Superintendent report which included the Cadence of Raider Responsibility and Leadership Goals update.

Leadership Goal Updates were given by Director of Special Services Megan Miller and Assistant Director of Special Services Jill Peterson.

Building Construction Fund Update was given by Jen Seubert.

Student School Board Member Update was given by Carrie Tate.

Jessica Dressely provided the Board with an update from the Policy Committee which included a first reading of the following policies: Policy 413 Harassment and Violence, Policy 416 Drug, Alcohol, and Cannabis Testing, Policy 507 Corporal Punishment and Prone, Policy 601 School District Curriculum and Instruction Goals, Policy 620 Credit for Learning. As well as a second reading of the following policies: Policy 213 School Board Committees, 215 and 215.1PR and Policy 613 Graduation Requirements.

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

A motion was made by Jessica Dressely to approve the Non-Contract rates of Pay and seconded by Mark Zuzek. Lisa Hedin abstained. The vote was: 4 ayes, 0 nays, 1 abstain, motion carried.

A motion was made by Mark Zuzek to approve the Teacher's Contract and seconded by Jessica Dressely. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion was made by Jessica Dressely to approve the 22-23 Audit Report and seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion was made by Carrie Tate to approve the Combined Polling Places Resolution and seconded by Mark Zuzek. Stephanie Malm voted nay. The vote was: 4 ayes, 1 nay, motion carried.

A motion was made by Mark Zuzek to approve the 2023 Election Recount Canvassing Resolution and seconded by Stephanie Malm. The vote was: 5 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion was made to adjourn the meeting by Jessica Dressely and seconded by Stephanie Malm. The vote was: 5 ayes, 0 nays, motion carried unanimously.

The meeting was adjourned at 10:34 PM.



BRIDGE TO SUCCESS

Hastings Public Schools

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

As per policy 430 Staff Recognition, the following parameters shall be in place for the 2023-2024 school year:

- Employees reaching yearly marks, shall be allowed to choose an item or items from the school store as identified below.
 - 5 years - \$30
 - 10 years - \$50
 - 20 years - \$50
 - 30 years - \$60
 - 40 years - \$100
 - 45 years - \$150

 - Retiring employees will be recognized with a stadium blanket.
 - Employees of the semester will be recognized with a certificate.
 - Employee of the year will be recognised with a crystal trophy.
-

Board Statement Regarding Perception survey results and next steps.

The School Board has been reflecting upon the results of the Perception Survey presented to us on 21 November 2023. We recognize that the results are valuable, and are committed to continuing to learn about them. We will use these results when making decisions on governance of the district (budgets and policy). We support the work that Dr Champa and the District administrative team are doing to build action plans addressing immediate opportunities for growth/improvement based on the Perceptions Survey.

Dr Champa's Mid Year Evaluation Summary (December 2023)

At a closed meeting on 6 December 2023, the Hastings School Board completed a mid-year evaluation of Superintendent Champa. The unanimous opinion is that Dr Champa has had a very successful year to date. With regard to the 5 goals adopted by the Board, Dr Champa has achieved a rating of effective to highly effective (leaning strongly towards highly effective) for all goals.

It was determined that a clarification of Engaged Learners Goal #1 was appropriate.

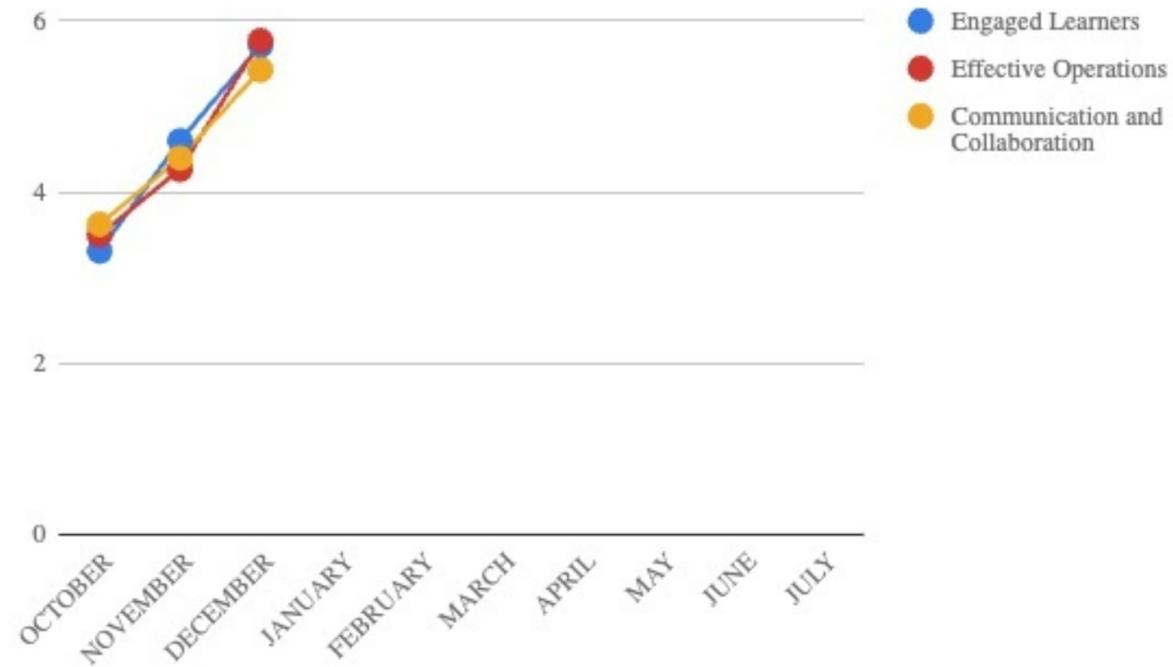
Engaged Learners

Goal #1 - The Superintendent will guide and support a process to ensure that District programming and schedules meet the needs of our students at both the middle and high school. A *directional* recommendation will be presented to the school board. (NOTE: The study at both buildings will include a task force and an action plan for identifying best practices, researching innovative designs, and determining a structure for success. Student voice will be an active component for the entire process.)



CADENCE OF RAIDER RESPONSIBILITY

Cadence of Raider Responsibility





Greater HASTINGS
COMMUNITY
EDUCATION
A life-time of learning.
Locally grown.

Great Rivers Adult Education Consortium

Serving Hastings Public and SoWashCo
Schools



Who is Great Rivers?

Great Rivers Adult Education Consortium is the Adult Basic Education program serving Hastings Public Schools and SoWashCo Schools. Our goal is to create a welcoming and supportive place for people to learn and make connections. We work with adults 17 and older to achieve their personal and educational goals.



Adult Education

Great Rivers Adult Ed offers high school equivalency prep, GED and HiSet testing, employment and college prep, English language classes, English in the workplace, basic computer skills, and Microsoft Office courses.



Adult Education Content

The core instructional content of Adult Basic Education is:

- Reading
- Writing
- Mathematics
- Speaking
- Listening
- English Language Learning
- GED Prep and high school credential attainment

In addition to this core content, conditional content includes:

- Citizenship/civics
- Basic technology skills
- Employability
- Health Literacy
- Study skills
- Critical thinking
- Personal and group effectiveness
- Financial literacy

Who are our partners?

- Dakota County Sheriff's Office
- Hastings Community Education
- Dakota County Libraries
- Hastings Public Schools
- Rise Up Recovery - Hastings
- Intek Plastics - Hastings
- Hastings Family Service
- Hastings Police Department
- Dakota County Career Force
- Anderson Windows and Doors - Bayport
- Renewal by Andersen - Cottage Grove
- Cottage Grove Police Department
- Woodbury Police Department
- Washington County Libraries
- Literacy Minnesota
- South Washington County Schools

Dakota County Sheriff's Office and Dakota County Jail

Great Rivers Adult Education Consortium in partnership with the Dakota County Jail began has offered classes from:

- GED Prep
- Coping with Anger
- Parenting Inside Out
- Chess for Success
- College Prep
- Lifeskills
- Financial Literacy



Rise Up Recovery - Hastings

NEW

COPING WITH ANGER

STUDENTS WILL LEARN TO MANAGE FEELINGS AND BEHAVIORS RELATED TO ANGER. THIS CLASS GIVES YOU THE OPPORTUNITY TO SHARE YOUR STORY THROUGH PRESENTATIONS AS YOU WORK THROUGH THE ROOT OF YOUR BEHAVIOR.



Class starts
September 18th, 2023

8 weeks course
Monday 1pm- 3pm



507 Vermillion St.
Hastings, MN 55033



Intek Plastics

With more than 50 years of experience behind them, this thermoplastic extrusion manufacturer based in Hastings has seen its workforce change dramatically in the last decade. With more than a quarter of their production employees speaking limited English, they partnered with Great Rivers to provide Workplace English classes on site before/after employees shifts.



Official PearsonVue GED Prep and Testing

- Licensed, patient teachers
- Individualized studies specifically for you
- Relevant curriculum to help you succeed
- Free GED Ready™ Official practice tests when recommended by your teacher
- Registered students can study in our computer lab or at home online
- Guidance through the entire process



High School Diploma Completion

Our K-12 Diploma program is a credit completion program for adults not currently enrolled in high school to work on credits needed to complete their high school diploma. The program is best for students that have 15 credits or fewer to complete.

Licensed teachers are available for support and supervision. Upon completion of all required courses, K-12 Diploma students will be issued a SoWashCo High School diploma.

Students aged 17 or older, currently enrolled in their high school, are strongly encouraged to talk to their counselor if considering this program. Other alternative education options may better meet their needs.

English Language Classes

ESL classes, from pre-literacy level to advanced level, help students develop speaking, listening, reading, writing, and grammar skills to communicate effectively in English within the community, including on the job, at their children's school, in the doctor's office, in community meetings or neighborhood gathering, on public transportation, and anywhere else that English is needed.



Internship Opportunities

Integrated English Literacy and Civics Education (IELCE) provides immigrant and refugee adults with instruction in:

1. English Language acquisition
2. Civics
3. Workforce preparation (skills needed to succeed in the workforce and defined in Minnesota through the ACES/TIF and
4. Workforce training (instruction that helps participants complete industry-recognized credentials).

While any ABE program can offer IELCE as part of their ABE programming, a portion of the federal ABE funds received by the state of Minnesota is designated specifically for IELCE programming.



What can we do together?

First point of contact for adults who may benefit from our FREE classes

Community Connections

Work with high school students who may need alternative programming

Connect people to resources within Dakota County, City of Hastings, and
Community Education

Susie Evans (sevans@isd200.org) 651-270-3266

Visit Our Website





GREAT RIVERS

ADULT EDUCATION CONSORTIUM

ADULT COLLEGE CAREER ENGLISH SKILLS SERVICES



Building Construction Fund Projects as of 11/30/2023

	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	20,549	31,766	Complete
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
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	116,940	18,220	Complete
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	288,842	12,216	42,869	(7,197)	Complete
Middle School Track	404,750	341,273	341,273	40,196	17,334	5,947	Complete
Monument Signs	357,000	326,472	326,472	14,029	8,609	7,890	Complete
Board Room Renovations - Phase II	6,641	-	-	-	5,845	796	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,565,122)	-	-	-	-	(9,565,122)	Reallocation
Interest Earnings		-	-	-	-	2,486,026	Interest Earnings
Subtotal	39,421,566	37,419,700	37,415,700	2,796,946	1,508,782	186,163	

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	135,375	11,559	198	34,868	In Process
Kennedy Deferred Maintenance	662,576	576,054	573,515	19,106	6,731	63,224	In Process
Middle School Partial Roof Replacement	717,200	747,255	568,982	45,778	6,376	96,063	In Process
HHS Privacy Improvements	1,013,063	876,007	861,355	127,025	6,880	17,803	In Process
Door & Glass Improvements (Middle School split w/LTFM)	500,000	255,999	27,978	35,037	3,513	433,473	In Process
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	153,188	23,110	1,864	26,838	In Process
High School Fire Alarm/Alert System Replacement	410,000	362,552	342,682	27,735	135	39,449	In Process
Replace High School Carpet	612,100	376,700	376,700	43,234	117,695	74,471	In Process
Safety & Security Improvements	609,713	126,180	114,665	57,435	32,541	405,072	In Process
Interior Locks Allowance	420,000	353,853	58,520	32,973	444	328,063	In Process
Tilden Preschool Classroom	90,000	60,660	57,300	5,877	678	26,145	In Process
Middle School Media Center	160,000	-	-	-	-	160,000	In Process
High School Deferred Maintenance	219,461	149,258	14,780	36,172	-	183,289	In Process

High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865	-	-	-	265,000	In Process
Gymnastics	50,000	-	-	-	16,762	33,238	In Process
Subtotal	6,116,113	4,419,133	3,285,040	465,041	193,817	2,186,995	

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 & Monument Sign	95,000	-	-	-	-	95,000	In Design
Subtotal	100,000	-	-	-	-	100,000	

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	-	-	-	2,200,392	329,233	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	-	-	-	2,687,066	1,042,559	

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	41,838,833	40,700,740	3,261,987	4,389,665	3,515,718
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Complete and In Process (does not include contingency)	53,094,943
Project Total	49,367,304
%	108%

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



Hastings Public Schools, ISD 200

Public Hearing for Taxes Payable in 2024

DECEMBER 20, 2023

PRESENTED BY:

JENNIFER SEUBERT, DIRECTOR OF FINANCE
& OPERATIONS

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

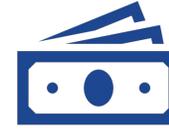
Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2024



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The **legislature shall make such provisions by taxation or otherwise** as will secure a thorough and efficient system of public schools throughout the state.”

As a Result, Funding is Highly Regulated

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

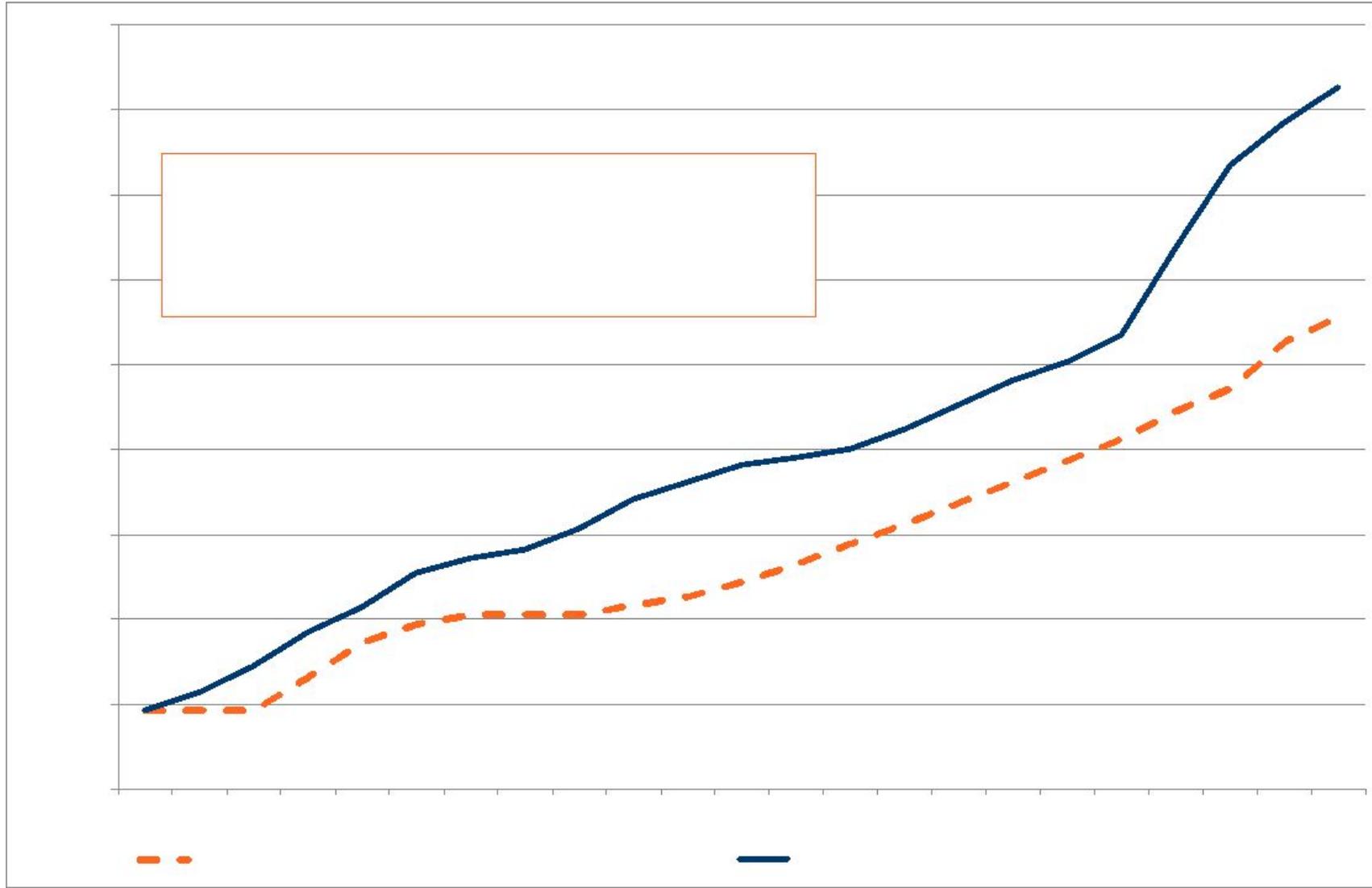
Basic General Education Formula Lags Inflation

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,356 (18.6%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,637

General Education Formula Allowance, 2003-2025

Adjusted for Pupil Weight Change and Inflation (CPI)

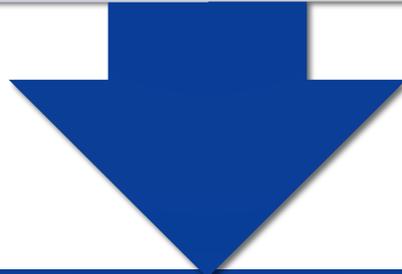


Source: MDE June 2023 Inflation Estimates and Minnesota Laws 2023

According to MN Department of Education (MDE):

FY 2022 costs of providing programs were underfunded statewide by \$712 million

Even with recent improvements in funding, by FY 2027 costs of providing programs statewide will be underfunded by \$408 million



Primary options to bridge funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Underfunding of Special Education

Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid



Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2024 taxes provide revenue for 2024-25 fiscal year
- Budget adopted in June 2024



City/County:

- Budget year begins Jan. 1st
- 2024 taxes provide revenue for 2024 calendar year budget

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2024-25 budget will be adopted by School Board in June 2024.

School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Trust
- Internal Service
- OPEB* Trust

**Other Post-Employment Benefits*



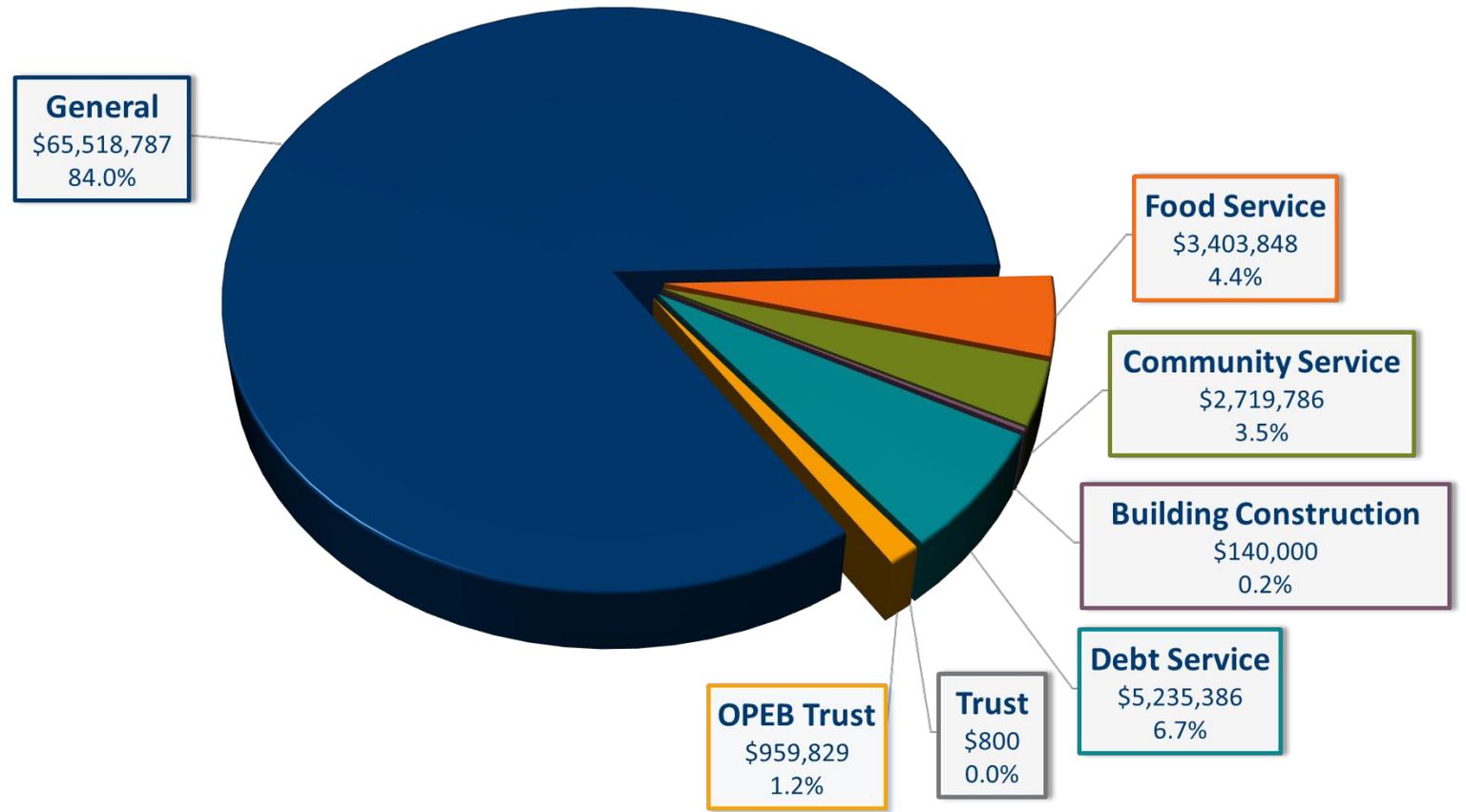
District Revenues & Expenditures
Actual for FY 2023, Budget for FY 2024

FUND	FISCAL 2023 BEGINNING	2022-23 ACTUAL		JUNE 30, 2023 ACTUAL	2023-24 BUDGET		JUNE 30, 2024 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
General/Restricted	\$11,744,685	\$6,428,406	\$5,461,657	\$12,711,434	\$8,551,678	\$10,422,778	\$10,840,334
General/Other	16,241,990	55,400,448	55,124,487	16,517,951	56,967,109	57,410,733	16,074,327
Food Service	1,114,823	2,610,660	2,703,097	1,022,386	3,403,848	3,696,765	729,469
Community Service	440,759	2,428,916	2,481,498	388,177	2,719,786	2,849,349	258,614
Building Construction	9,976,685	238,198	5,345,798	4,869,085	140,000	5,009,085	0
Debt Service	13,527,201	5,447,455	3,872,540	15,102,116	5,235,386	3,871,750	16,465,752
Trust	69,214	881	8,483	61,612	800	0	62,412
Internal Service	5,708,870			5,603,973			4,863,721
OPEB* Irrevocable Trust	5,479,026	937,507	485,070	5,931,463	959,829	596,085	6,295,207
Total All Funds	64,303,253	73,492,471	75,482,630	62,208,197	77,978,436	83,856,545	55,589,836

*Other Post Employment Benefits

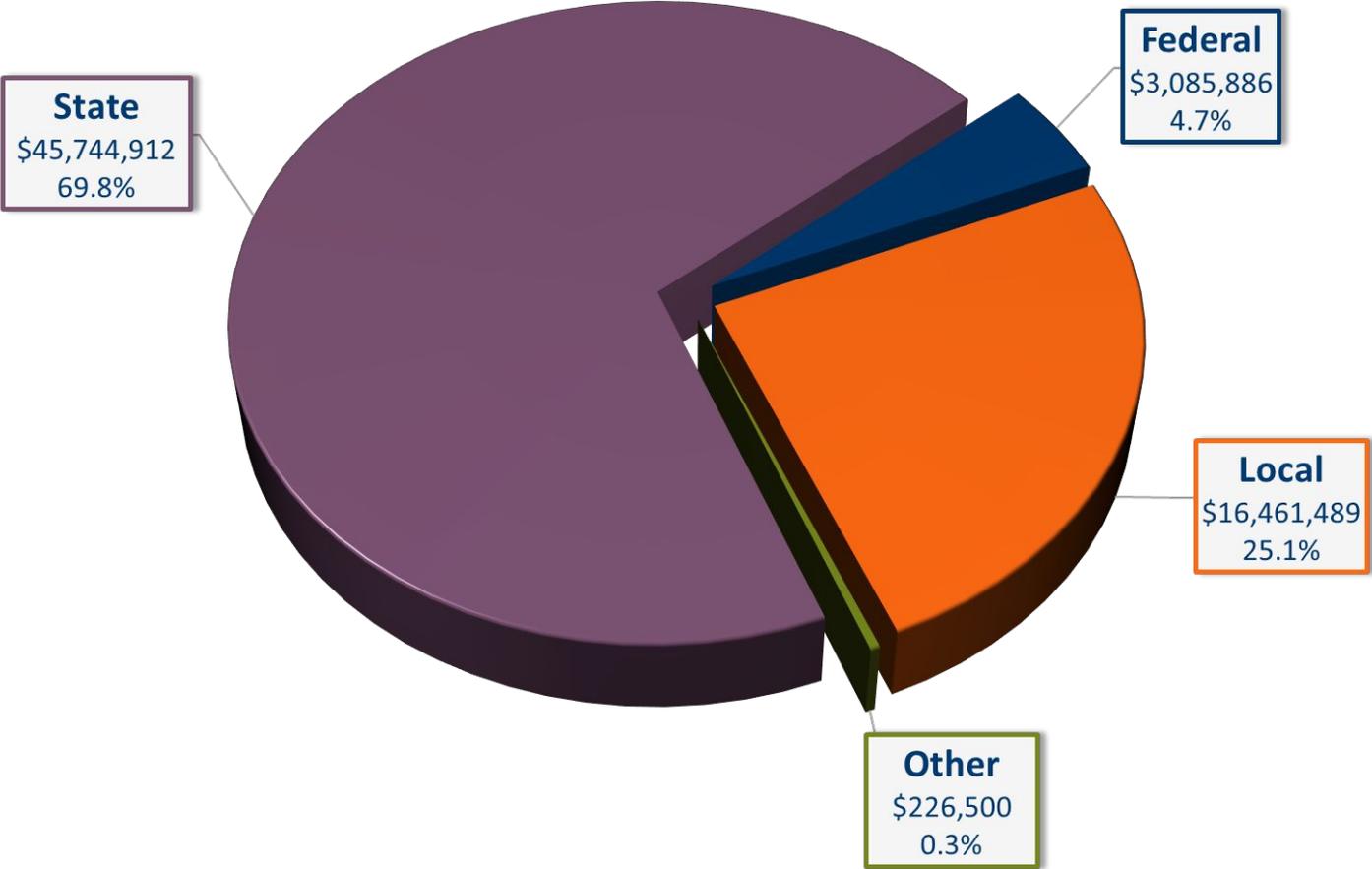
Revenue - All Funds -

2023-24 Budget
\$77,978,436



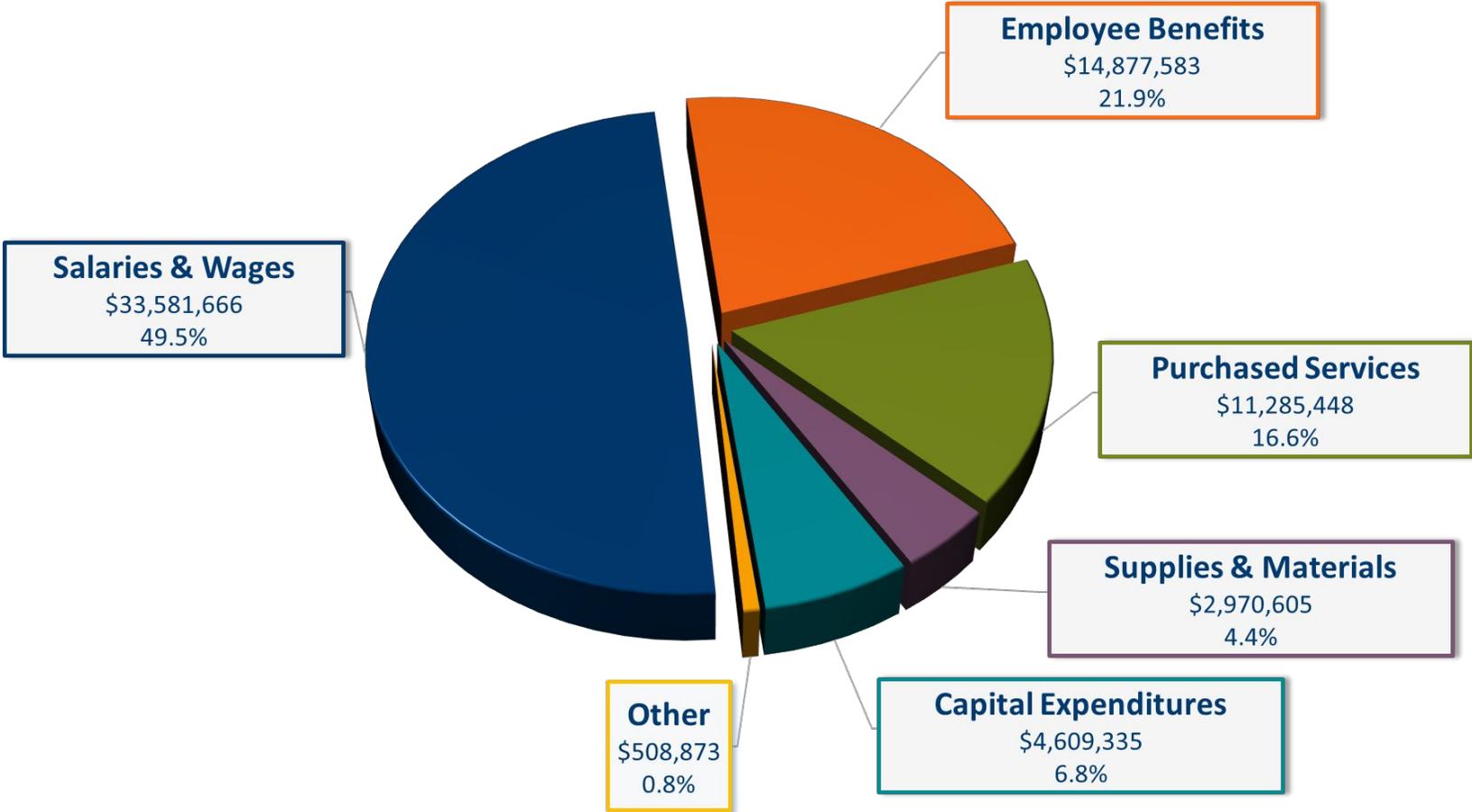
General Fund Revenue

2023-24 Budget
\$65,518,787



General Fund Expenditures - by Object -

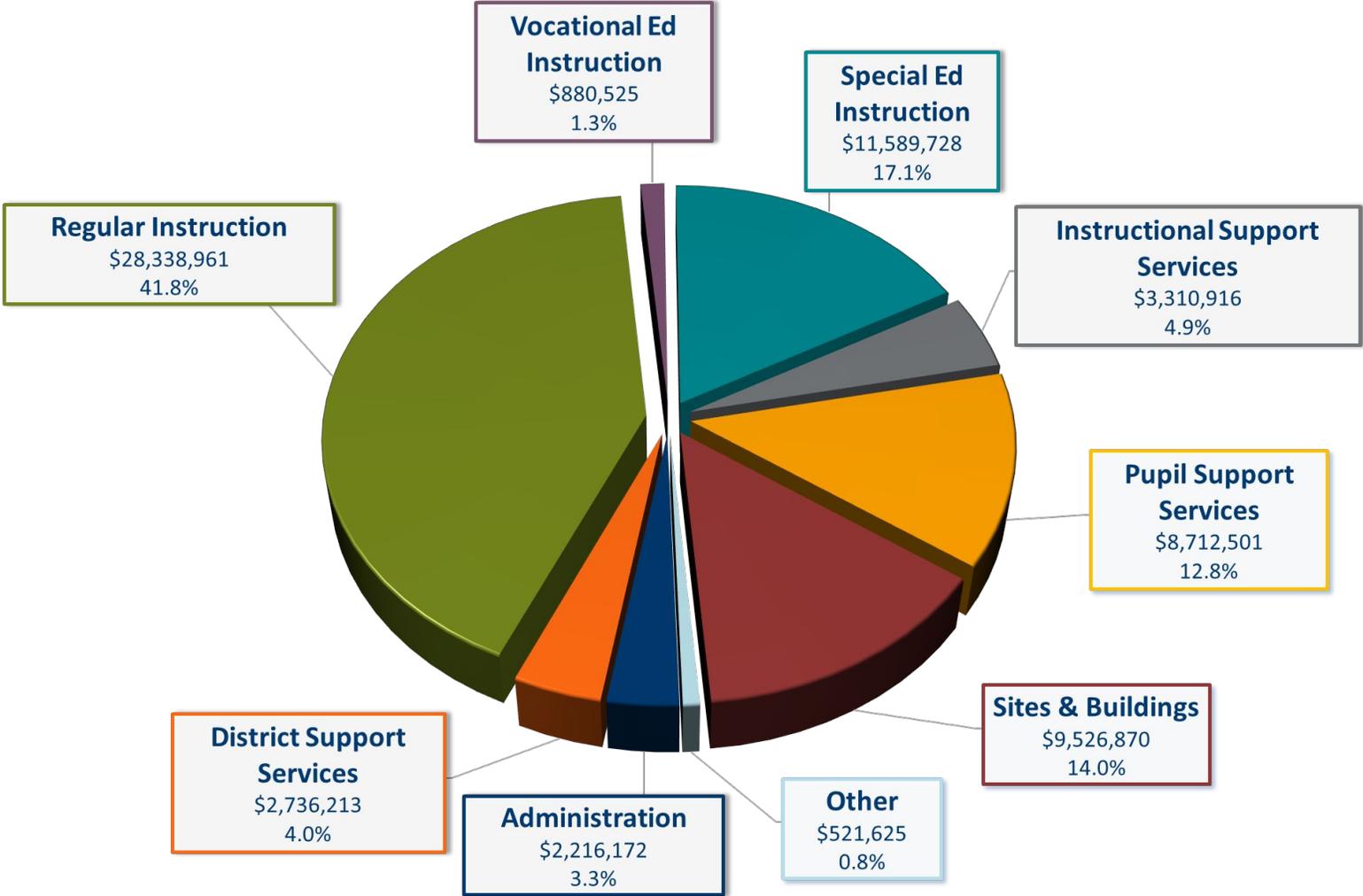
2023-24 Budget
\$67,833,511



General Fund Expenditures - by Program

-

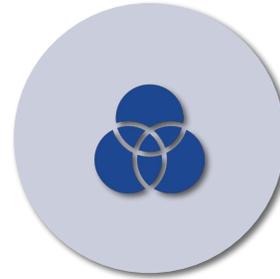
2023-24 Budget
\$67,833,511



Payable 2024 Property Tax Levy



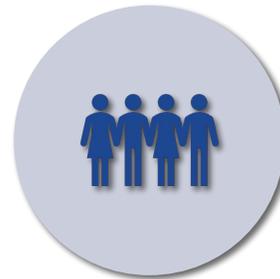
Determination of levy



Compare 2023 to 2024 levies



Reasons for changes in tax levy



Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions

Sample of parcel specific notice mailed to every property owner between November 11 & November 24

Contents:

- Proposed property taxes compared to last year
 - By taxing jurisdiction
 - By voter approved & other for school district
- Time & place of public meetings



Spruce County
 Jane Smith, Auditor-Treasurer
 345 12th Street East, Box 78
 Spruceville, MN 55555-5555
 (555) 345-6789
 www.co.spruce.mn.us

TAXPAYER(S):
 John and Mary Johnson
 123 Pine Rd S
 Spruceville, MN 55555-5555

Property Information
 PIN Number: 01.234.56.789.R1 Property Address: 789 Pine Rd S
 Spruceville, MN 55555

Property Description:
 Lot 1, Block 1, Spruce Acres Subdivision

PROPOSED TAXES 2024			
THIS IS NOT A BILL. DO NOT PAY.			
VALUES AND CLASSIFICATION			
Step	Taxes Payable Year	2023	2024
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res NHmstd	Res Hmstd
PROPOSED TAX			
Step	Property Taxes before credits	\$1,479.52	
2	School building bond credit	\$ 12.00	
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits	\$1,467.52	
Step	PROPERTY TAX STATEMENT		
3	Coming in 2024		
The time to provide feedback on PROPOSED LEVIES is NOW It is too late to appeal your value without going to Tax Court.			

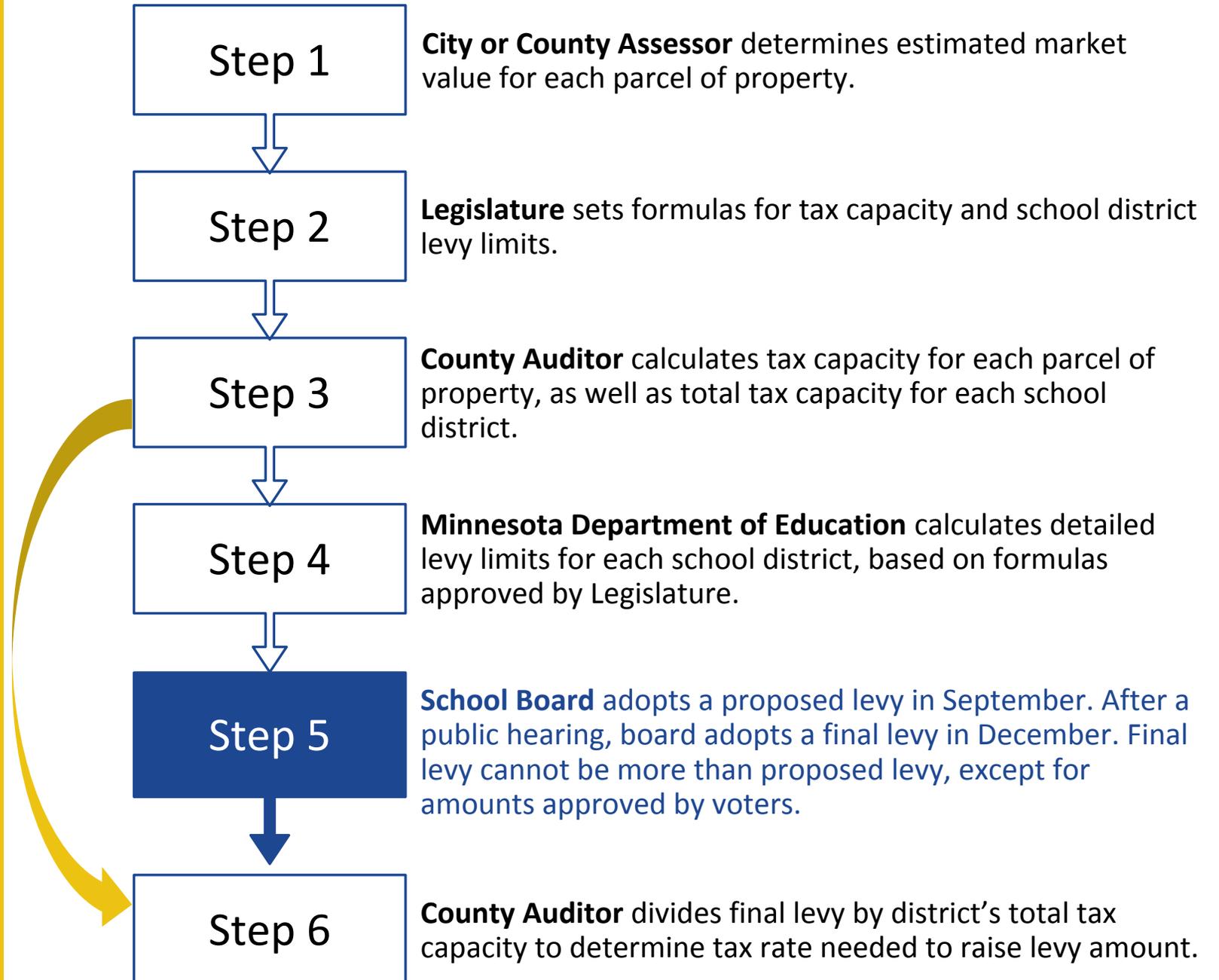
Proposed Property Taxes and Meetings by Jurisdiction for Your Property			
Contact Information	Meeting Information	Actual 2023	Proposed 2024
State General Property Tax	No public meeting	\$0	\$0
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 6, 7:00 PM	\$438.06	\$484.18
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654	December 2, 6:30 PM Spruceville City Hall	\$273.79	\$312.06
Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789	December 9, 7:00 PM Spruceville High School Cafeteria		
Voter Approved Levies		\$289.35	\$296.68
Other Levies		\$340.11	\$374.60
<i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2024 may be higher than the proposed amount shown on this notice.</i>			
Total excluding any special assessments		\$1,341.31	\$1,467.52 9.4%

School District Property Taxes

- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
 - State law
 - Voter approval
- Property Tax Process
 - Key steps in process are summarized on next slide
 - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



Approval of District's Tax Levy in 2023 (Payable 2024)





Overview of District's Proposed Tax Levy

- Proposed Payable 2024 tax levy is an increase from 2023 of \$1,983,160 or 10.4%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2023 to Proposed Levy Payable in 2024

Fund Levy Category	Actual Levy Payable in 2023	Proposed Levy Payable in 2024	\$ Change	% Change
General				
Voter Approved Operating Referendum	\$7,108,107	\$7,279,150	\$171,043	
Local Optional Revenue (LOR)	3,090,596	3,127,063	36,467	
Equity	413,331	392,803	(20,527)	
Voter Approved Capital Project Referendum	0	2,000,000	2,000,000	
Operating Capital	504,649	602,194	97,545	
Other Post Employment Benefits	349,663	108,710	(240,953)	
Long Term Facilities Maintenance	1,456,661	1,402,000	(54,661)	
Instructional Lease	255,507	263,974	8,467	
Other	538,877	536,130	(2,746)	
Prior Year Adjustments	429,723	254,776	(174,947)	
Total, General Fund	\$14,147,112	\$15,966,800	\$1,819,688	12.9%
Community Service				
Basic Community Education	\$232,626	\$226,634	(\$5,992)	
Early Childhood Family Education	125,439	121,036	(4,403)	
School-Age Child Care	99,000	99,000	0	
Other	9,845	7,675	(2,171)	
Prior Year Adjustments	3	(5,944)	(5,947)	
Total, Community Service Fund	\$466,913	\$448,400	(\$18,513)	-4.0%
Debt Service				
Voter Approved	\$4,539,045	\$4,914,105	\$375,060	
Long Term Facility Maintenance	311,723	0	(311,723)	
Reduction for Debt Excess	(363,559)	(243,758)	119,801	
Prior Year Adjustments	2,442	1,290	(1,153)	
Total, Debt Service Fund	\$4,489,651	\$4,671,636	\$181,985	4.1%
Total Levy, All Funds	\$19,103,676	\$21,086,836	\$1,983,160	10.4%
Subtotal by Truth in Taxation Categories:				
Voter Approved	11,829,886	14,368,601	2,538,715	
Other	7,273,790	6,718,235	(555,555)	
Total	\$19,103,676	\$21,086,836	\$1,983,160	10.4%

Explanation of Levy Changes

Category:

- General Fund - Voter Approved Capital Project Referendum

Change:

- +\$2,000,000

Use of Funds:

- Technology Costs

Reasons for Change:

- Levy is based on voter approved tax rate applied to tax base
- Approved by voters November 2023

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

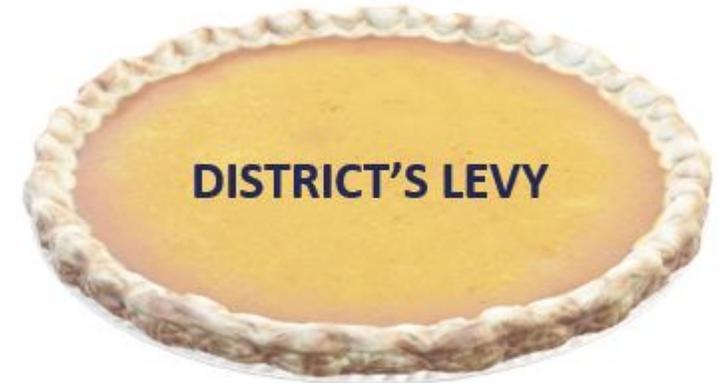
- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

What's happening with each slice?

Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

Impact of Property Valuations

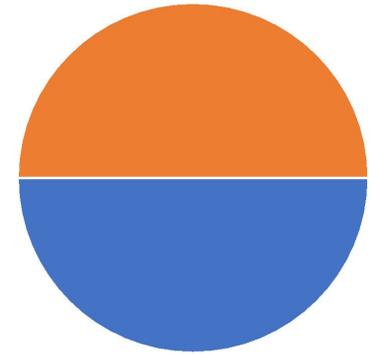
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



Impact of Property Valuations

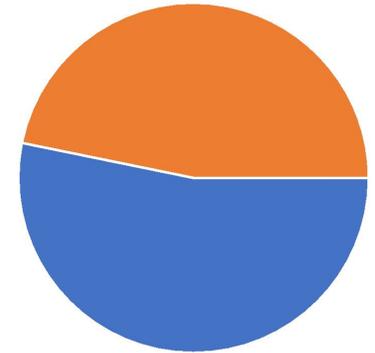
Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

\$110,000



\$125,000



Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 24.8% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Hastings
- Amounts for 2024 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2021 to 2024
Based on No Changes in Property Values

Type of Property	Estimated Market Value	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Actual Taxes Payable in 2023	Estimated Taxes Payable in 2024			Change in Taxes 2021 to 2024
					Without Ballot Questions*	Approved Ballot Questions*	Total	
Residential Homestead	\$100,000	\$350	\$339	\$325	\$305	\$27	\$332	\$7
	200,000	762	738	703	658	67	725	22
	300,000	1,174	1,137	1,080	1,011	107	1,118	38
	400,000	1,587	1,536	1,458	1,365	147	1,512	54
	500,000	1,986	1,923	1,825	1,708	185	1,893	68
Commercial/ Industrial #	\$250,000	\$1,037	\$976	\$944	\$895	\$104	\$999	\$55
	500,000	2,155	2,026	1,957	1,854	226	2,080	123
	1,000,000	4,392	4,126	3,982	3,773	471	4,244	262
Agricultural Homestead (average value per acre of land and buildings)	\$5,000	\$2.87	\$2.61	\$2.16	\$1.90	\$0.92	\$2.82	\$0.66
	7,500	\$4.30	\$3.92	\$3.24	2.85	\$1.39	4.24	1.00
	10,000	\$5.74	\$5.23	\$4.32	3.80	\$1.85	5.65	1.33

* "Approved ballot questions" includes estimates of additional taxes for the new capital project levy approved by voters on November 7, 2023.

For commercial-industrial property, amounts above are for property in Hastings. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

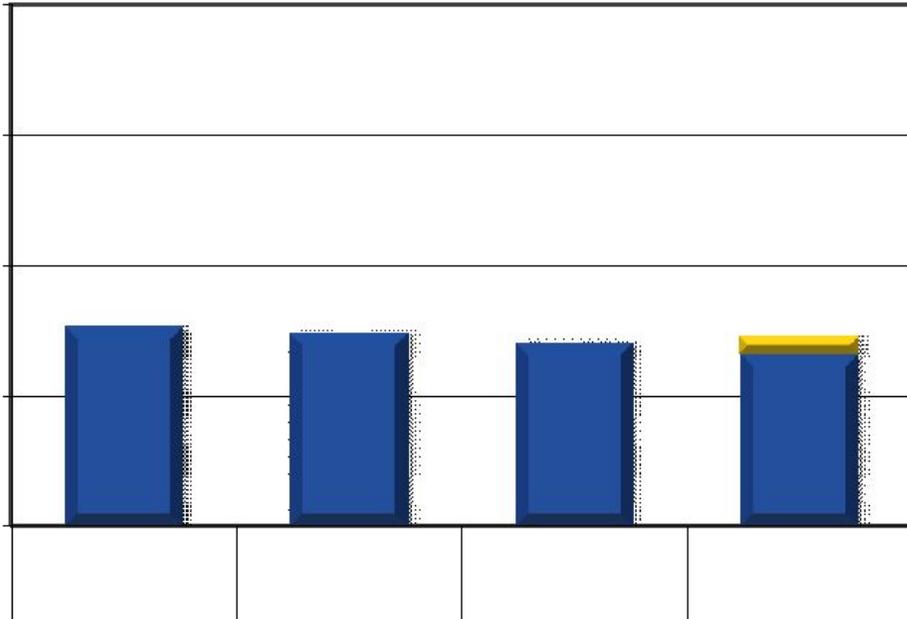
General Notes

1. Amounts are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2024 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2021 to 2024.
4. For agricultural property, estimates of taxes include the impact of the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land and buildings, divided by total acres. Homestead examples do not include the value of the house, garage, and one acre, for which tax impact will be the same as on a residential homestead property. This calculation does not include the impact of the Agricultural Homestead Credit, which reduces taxes on each parcel of agricultural homestead property by varying amounts.

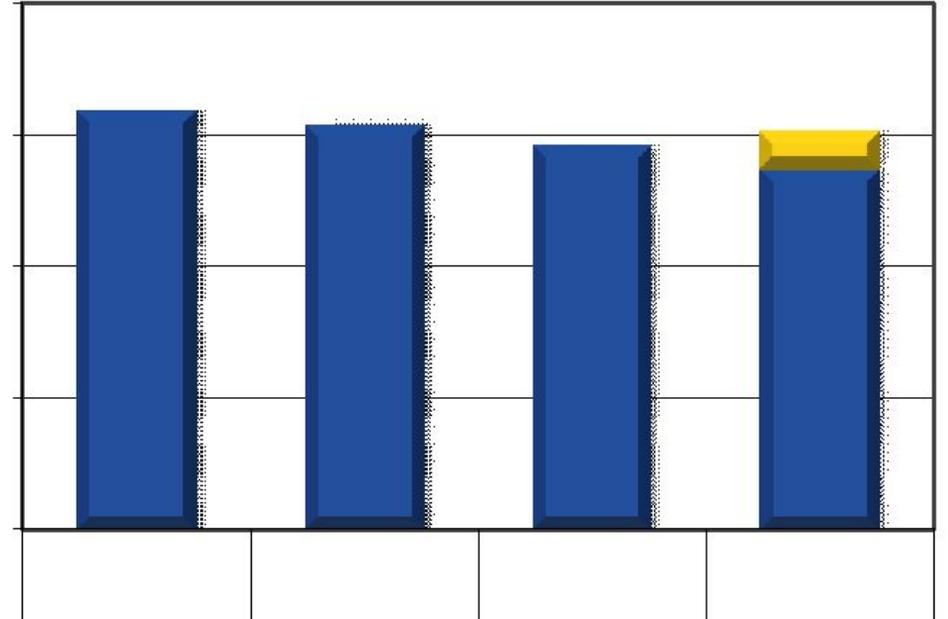
Estimated Changes in School Property Taxes, 2021-24

Based on No Changes in Property Value

Example 1: \$200,000 Residential Homestead Property



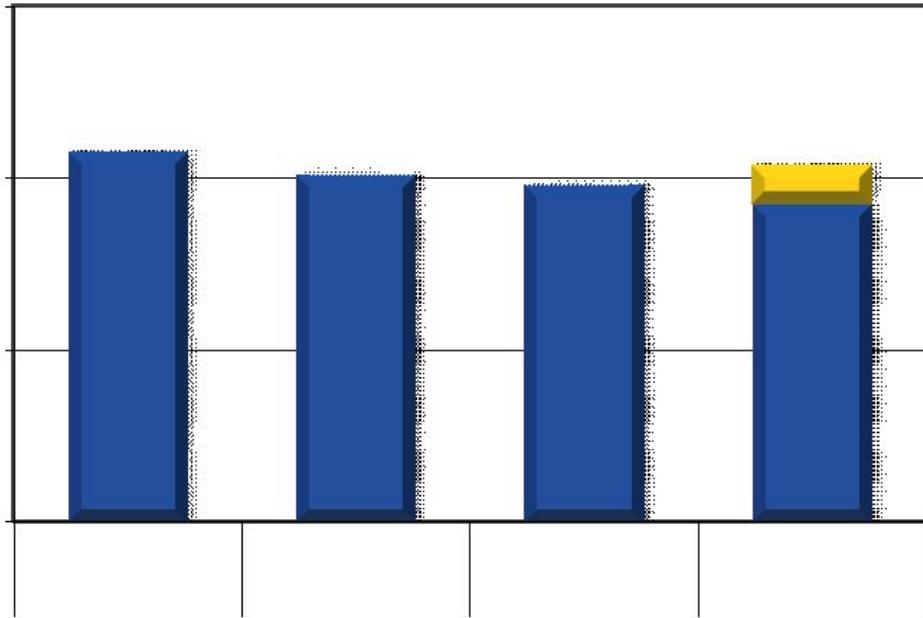
Example 2: \$400,000 Residential Homestead Property



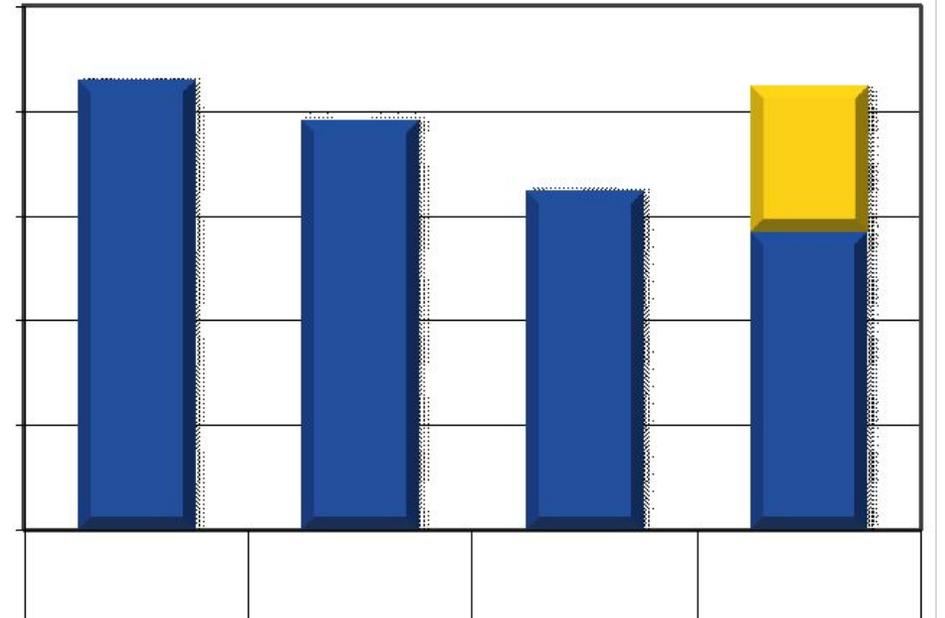
Estimated Changes in School Property Taxes, 2021-24

Based on No Changes in Property Value

Example 3: \$500,000 Commercial - Industrial Property



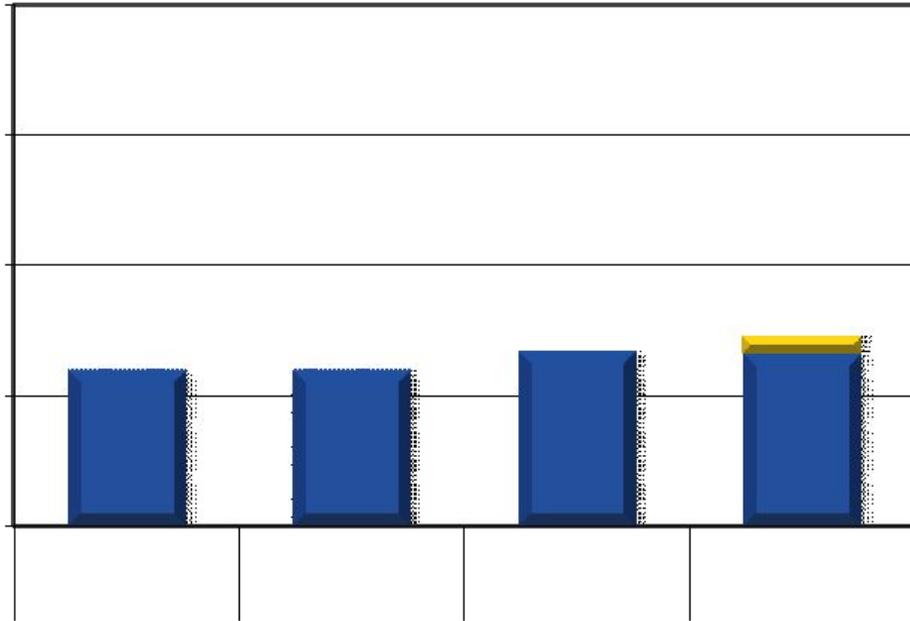
Example 4: \$7,500 Agricultural - Homestead Property



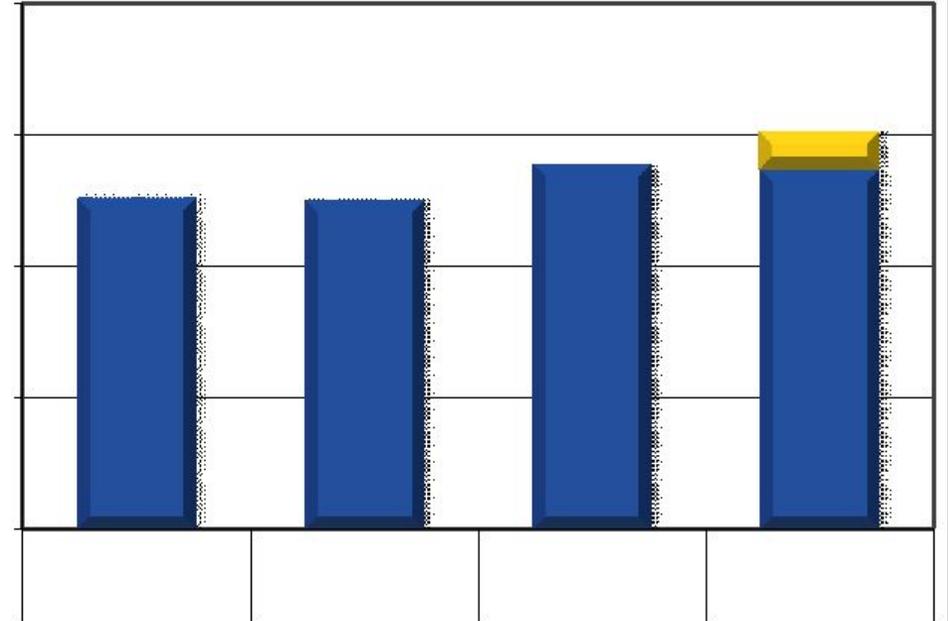
Estimated Changes in School Property Taxes, 2021-24

Based on 24.8% Cumulative Changes in Property Value

Example 1: \$200,000* Residential Homestead Property



Example 2: \$400,000* Residential Homestead Property



*Estimated market value for taxes payable in 2024. Taxes are calculated based on changes in market value of 2.5% from 2021 to 2022, 16.0% from 2022 to 2023 and 5.0% from 2023 to 2024.

** The darker portion of the 2024 bar represents the estimated taxes associated with the new capital project levy approved by voters on November 7, 2023.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,140 for homeowners and \$2,440 for renters)

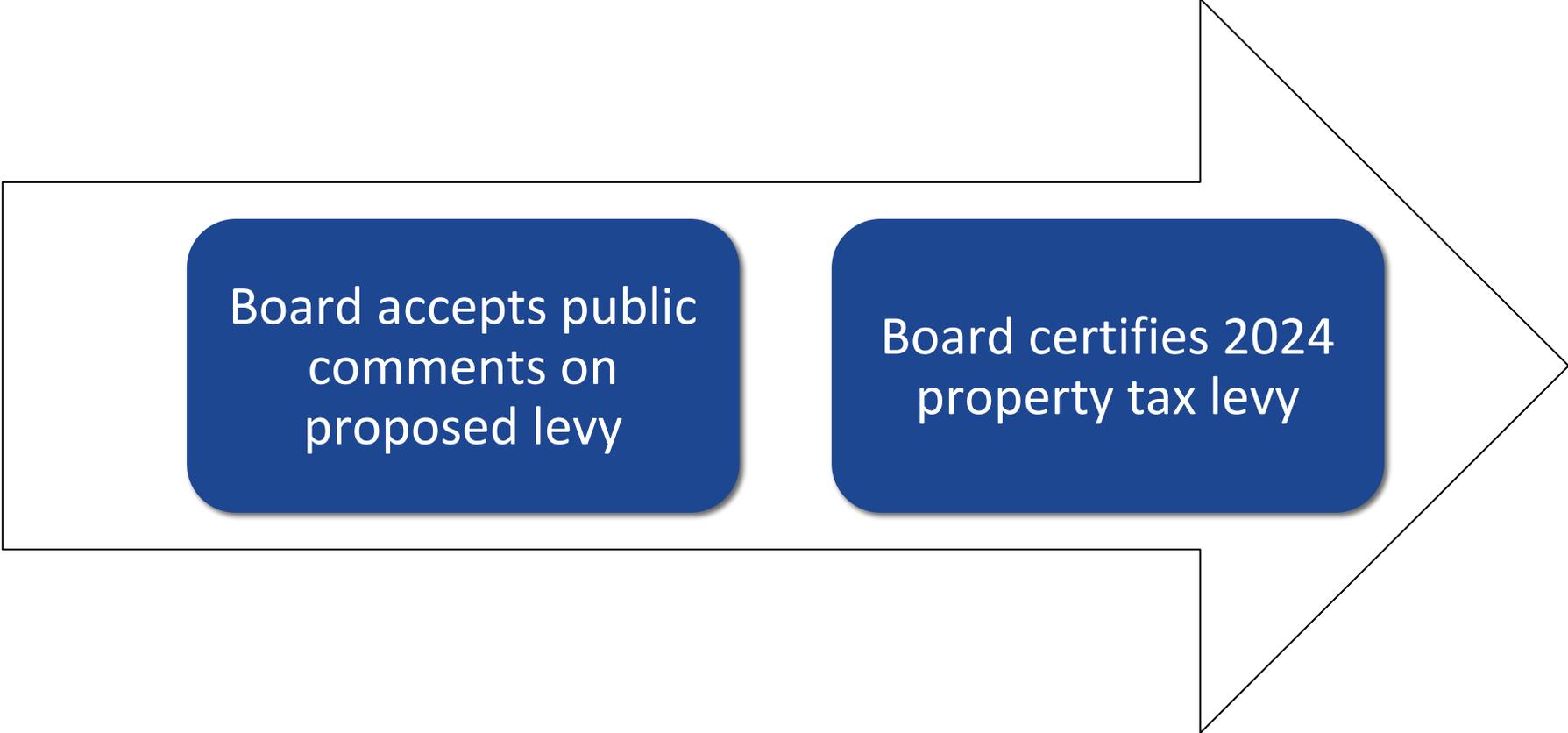
Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 6% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 6% or \$100 (max \$2,500)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps



Board accepts public
comments on
proposed levy

Board certifies 2024
property tax levy



PUBLIC COMMENTS

ISD917 Board Report - November/December 2023

- Policies reviewed, revised, adopted
 - 456 - Substitute Instructional Pay Schedule
 - 520 - Student Surveys
 - 526 - Hazing Prohibition
 - 531 - Pledge of Allegiance
 - 550 - School Resource Officer
 - 506 Student Discipline
 - 620 Credit for Learning
- Policies in Reading Status
 - 419 Commercial Tobacco Free, etc.
 - 709 Student Transportation
 - 413 Harassment and Violence
 - 416 Drug, Alcohol, and Cannabis Testing
- Fundamental Chef instructor resigned in November. There will be interviews held shortly for a replacement (hopefully to start in January 2024)
- TESA work based learning program has 2 internship program:
 - Apple Valley Chik-fil-A: 2 day work experience
 - DCTC: 6-week rotating internship in the warehouse
- Retention Plan - Completing 12 Listening Session/Story Circles with staff to build a retention plan for certified and support staff
- Setting IV Safety Committee is being re-established with a good number of applicants. Will have licensed and non-licensed staff, related services representative, administrator and certified behavior analyst.
- Board received an update on cybersecurity at a work session.
- Moving through the hiring of international licensed staff. Anticipate 3 applicants submitting to PELSB for MN licensure, then visa application work will take place. Potential to be on site in February.
- Licensed Employee of the Fall Quarter - Alison McCusker, Special Education Teacher at DCTC TESA Program
- Non-licensed Employee of the Quarter - KJ Bruels, Deaf Blind Intervener at Lincoln Center Elementary
- Wendy Felton nominated to All-State School Board recognition: 6th term at South St Paul and 917 representative since 2016
- Currently have only 2 of the 5 school psychologist filled
- Received PELSB grant for \$125,000 to support (graduate classes, mentoring, affinity groups, ...) teachers of color and native american teachers

- Beginning apprentice program with the 3 other Intermediate Districts in MN (I-Trak) to support paraprofessional advancing to a special education teaching license.
- DCALS complete 1st quarter: have 25% increase in the number of students passing all classes anticipating 10 graduates in February.



BRIDGE TO SUCCESS

Hastings Public Schools

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

Policy Committee Mission

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 Meetings

Time: November 29, 2023 4:00PM Central Time (US and Canada)

Attendees: Superintendent Champa, Jessica Dressely, Becky Garcia, Tammy Ludwig, Stephanie Malm, Cathy Moen, Deputy Chief Bryan Schowalter, Chief David Wilske, and Mark Zuzek

Time: December 13, 2023 4:00PM Central Time (US and Canada)

Attendees: Superintendent Champa, Jessica Dressely, Tammy Ludwig, Cathy Moen, and Mark Zuzek

November & December 2023 Summary

[Review Cycle Tracker](#)

2023: 3-year Policy Review Cycle Results

In 2023 the policy committee began a 3-year Policy Review Cycle with the goal of completing the review of one third (36) of the district's policies. The committee reviewed all 36 policies outlined in year one of the *3-year Policy Review Cycle*. The committee reviewed 45 additional policies that required revisions due to changes made during the 2023 legislative session. In total the committee reviewed 81 policies this year. In 2023 the board adopted 64 policies and there are an additional 17 policies currently in process. Thank you to everyone for all your hard work and continued commitment to policy work.

Committee Summary

- During the November meeting the committee met with members of the Hastings Police Department regarding Policy 507 Corporal Punishment and Prone Restraint, the committee also met with the Director of Human Resources to review the 400 series. During the November meeting, the committee reviewed 8 policies.
- During the December Meeting the committee met with the Director of Human Resources and worked on a number of the 400 series policies. During the December meeting, the committee reviewed 9 policies that I will detail during the readings to follow this summary.
- Future policy work: In January the committee will continue reviewing the remaining 400 series policies and also begin reviewing 500 series policies.
- Next Policy Committee Meeting will be scheduled with the committee members after the organizational meeting in January.

1st reading:

301 School District Administration

1. Committee recommendation: MSBA model policy as written with no additions

302 Superintendent

1. Committee recommendation: MSBA model policy as written with no additions

303 Superintendent Selection

1. Committee recommendation: MSBA model policy sections I & II, and striking III & IV since they are procedural and may change

304 Superintendent Contract, Duties, and Evaluation

1. Committee recommendation: MSBA model policy sections I and striking section II because it is procedural

305 Policy Implementation

1. Committee recommendation: MSBA model policy
 - a. Section II (A) added *It shall be the responsibility of the school board to implement procedures for the 200 series policies*
 - b. Section II(C) Strike *and approval*, this maintains consistency with the language in Policy 208 Development, Adoption, and Implementation of Policies

306 Administrator Code of Ethics

1. Committee recommendation: MSBA model policy as written with no additions

401 Equal Employment Opportunity

1. Updates were made to Legal References and Cross References

402 Disability Nondiscrimination

1. Updates were made to Legal References and Cross References

404 - Employment Background Checks

1. Committee recommendation:
 - a. Section III(B) removed the language regarding money orders & checks, since this is not a form of payment used. Also removed BCA language since it is a third party that completed the background checks
 - b. Section III (K) removed reference to additional form that is not used by the district
 - c. Section IV replaced “included with this policy” with “can be provided by human resources”

408 Subpoena of a School District Employee

1. Committee recommendation: Updated format
2. Section IV (A) added Director of Human Resources
3. Updated Legal References and Cross References

410 Family and Medical Leave Policy

1. The changes to this policy come out of an MSBA update from July 2022
2. Committee recommendation- adding Policy 410 to annual review to ensure compliance with state & federal law

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

1. The changes to this policy come out of an MSBA update from July 2022
2. Committee recommendation- adding Policy 414 to annual review to ensure compliance with state law

2nd reading:

413 Harassment and Violence

1. Section III (3) added definition for *Gender Identity*
2. Section III(4) added definition for *Gender Expression*
3. State and federal law require that Policy 413 is specific to the protected classes
4. Extensive time was spent between Director Moen and legal crafting and reviewing this policy
 - a. Committee recommendation: maintaining policy

416 Drug, Alcohol, and Cannabis Testing

1. Deleted all references to attachments, since there are no attachments to this policy
2. Section III added “At this time Hastings Public Schools currently contracts with Hastings Bus Company.”

507 Corporal Punishment and Prone Restraint

1. Add *Section IV (C)* “*Except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably*

necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.”

2. Committee recommendation: move to action for approval

601 School District Curriculum and Instruction Goals

1. Request for Committee Consideration/Review: Add ACT scores to performance measures
 - a. Committee Discussion: not all students complete an ACT or SAT, so those scores would not be an accurate reflection in terms of district performance

620 Credit for Learning no additional requests or recommendations

3rd reading:

213 School Board Committees- no additional requests or recommendations

215 Addressing School Board Member Violations no additional requests or recommendations

215.1PR Addressing School Board Member Violations Procedure

1. Request for Committee Consideration/Review:
 - a. Committee Recommendation: Move the following statement from end of procedure to after step 2 “*Most board member issues and situations are intended to fall into Category 1. Categories 3, 4, and 5, are intended for extreme and/or repeated instances of violations where Category 1 has not resulted in a change in member behaviors*”

613 Graduation Requirements no additional requests or recommendations

Policies for approval after 2nd reading:

507 Corporal Punishment and Prone Restraint

Policies for approval after 3rd reading:

213 School Board Committees

215 Addressing School Board Member Violations

215.1PR Addressing School Board Member Violations Procedure

613 Graduation Requirements

Policies for approval with non-substantial changes:

214 Out-of-State Travel by School Board Members

503 Student Attendance

710.1FRM Athletic Transportation Policy

1. added “In no circumstances is a high school student considered as an authorized adult driver, regardless of age.”



301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minnesota Statute 123B.143 (Superintendent)
Minnesota Statute 123B.147 (Principals)

Cross References: None

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: ISD 200 Policy 202 (School Board Officers)
ISD 200 Policy 208 (Development, Adoption, and Implementation of Policies)
ISD 200 Policy 301 (School District Administration)
ISD 200 Policy 303 (Superintendent Selection)
ISD 200 Policy 304 (Superintendent Contract, Duties, and Evaluation)
ISD 200 Policy 305 (Policy Implementation)
ISD 200 Policy 306 (Administrator Code of Ethics)

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

~~III. QUALIFICATIONS¶¶~~

~~¶¶~~

~~A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.¶¶~~

~~¶¶~~

~~B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.¶¶~~

~~¶¶~~

~~IV. SELECTION¶¶~~

~~¶¶~~

~~A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.¶¶~~

~~¶¶~~

~~B. The school board may contract for assistance in the search for a superintendent.¶¶~~

~~¶¶~~

~~C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.¶¶~~

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

~~H. GENERAL STATEMENT OF POLICY ¶~~

~~¶~~

~~A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent. ¶~~

~~¶~~

~~B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent. ¶~~

~~¶~~

~~C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument. ¶~~

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. ~~It shall be the responsibility of the school board to implement procedures for the 200 series policies.~~
- B. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- C. Employee and student handbooks shall be subject to annual review ~~and approval~~ by the school board.
- D. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and ~~may shall~~ be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.

9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minnesota Statute 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

Policy Reviewed: 11.08.2023

Policy Adopted:

Policy Revised:



401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment ~~opportunities~~ opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's Policy 413 on harassment and violence and Policy 522 on sex nondiscrimination and Title IX grievance procedures.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Director of Human Resource or the District Superintendent.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 et seq. (Employment and Training of Veterans)
38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e et seq. (Equal Employment Opportunities Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with Disabilities)

Cross References: ~~Policy 103 (Complaints – Students, Employees, Parents, Other Persons)~~
ISD 200 Policy 402 (Disability Nondiscrimination)
~~Policy 405 (Veteran’s Preference)~~¶
ISD 200 Policy 413 (Harassment and Violence)
ISD 200 Policy 522 (Sex Nondiscrimination Policy, Title IX Grievance
Procedure and Process)

Policy Reviewed: 12.08.2021
Policy Adopted: 12.08.2021
Policy Revised: 12.13.2023~~12.08.2021~~



402 Disability Nondiscrimination

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's Director of Human Resources.

Legal References: *Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*
29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act of 1973)
~~*Rehabilitation Act of 1973, § 504*~~
~~*29 U.S.C. 794 et seq. (Rehabilitation Act of 1973, § 504)*~~
42 U.S.C. § 12101, Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
~~*34 C.F.R. Part 35*~~
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: *ISD 200 Policy 103 (Complaints - Students, Employees, Parents, Other Persons)*
ISD 200 Policy 401 (Equal Employment Opportunity)

ISD 200 Policy 413 (Harassment and Violence)
ISD 200 Policy 521 (Student Disability Nondiscrimination)

Policy Reviewed: 12.08.2021
Policy Adopted: 12.08.2021
Policy Revised: 12.13.2023~~08.20~~



404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled Hastings High School student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. In emergency situations, the superintendent, may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but the individual shall be notified that the individual's employment or

opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide ~~a a money order or check payable to and provide~~ payment either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost ~~to the BCA and the school district~~ of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The School District, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and

from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's **human resources department**~~employment office~~ and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. ~~A form notice for this purpose is included with this policy.~~

~~L.~~

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check **can be provided by Human Resources.** ~~is included with this policy.~~

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Policy Reviewed: 08.11.2022
Policy Adopted: 10.23.2019
Policy Revised: ~~09.28.2022~~ 12.13.2023



408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

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

B. Personnel Data

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

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

IV. APPLICATION ~~AND PROCEDURES~~

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

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

Cross References: ~~ISD 200MSBA/MASA Model~~ Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
~~ISD 200MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: ~~11.29.2023~~ ~~02.08.2022~~
Policy Adopted: 06.24.2020
Policy Revised: ~~12.13.2023~~ ~~02.23.2022~~



410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 **United States Code section** ~~U.S.C. §~~ 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least

1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered service member's spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or their child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address ~~parental~~ care needs of a covered military member's parent who is incapable of self-care; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

- J. “Veteran” has the meaning given in 38 ~~United States Code section~~ ~~U.S.C. §~~ 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, child or parent with a serious health condition; including incapacity due to pregnancy and for prenatal medical care;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, child, or parent being on covered active duty, or notified of an impending call or order to cover active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of

duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth

and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses

employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, child, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's

active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review. The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district employer. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month~~

~~period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, per ~~child~~ ~~child~~, or medical, or sick leave, or accrued vacation provided by the ~~school district~~ ~~employer~~ so that the total leave does not exceed 12 weeks, unless agreed to by the ~~school district~~ ~~employer~~, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the ~~school district~~ ~~employer~~ reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees

eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the **instructional** employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. ~~This policy~~ A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint - shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employmentemployment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~None~~ MSBA Service Manual, Chapter 13, School Law Bulletin “M”
(Statutory Provisions Which Grant Leaves to Licensed as well as
Non-Licensed School District Employees – Family and Medical Leave
Act Summary)
~~MSBA School Law Bulletin “M” (Licensed and Non-Licensed School
District Employee Leave)~~

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

child's basic needs and safety; or

8. emotional harm from a pattern of behavior ~~that~~^{which} contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

~~Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

- G. "Non Maltreatment mistake" ~~occurs when~~^{means}: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under ~~Minnesota~~^{Minnesota} Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under ~~Minnesota~~^{Minnesota} Rules ~~Chapter~~^{Chapter} 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or ~~agenda~~^{agent}, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (~~under subdivision 13~~), or threatened injury (~~under subdivision 23~~), inflicted by a person responsible for the child's care ~~on a child~~ other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by ~~Minnesota Statute section~~^{Minn. Stat. §} 125A.0942 or ~~section~~[§] 245.825.

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

Actions ~~that~~ which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions ~~that~~ which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances ~~that~~ which were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or ~~that~~ subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under ~~Minnesota Statute section Minn. Stat. §~~ 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under ~~Minnesota Statute section Minn. Stat. §~~ 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~maltreatment, neglect or physical or sexual abuse~~ of a child and contains sufficient content to identify the child and any person believed to be responsible for the ~~maltreatment, neglect or abuse~~; if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in ~~Minnesota Statute section Minn. Stat. §~~ 609.341, ~~subdivision Subd.~~ 15), or by a person in a current or recent position of authority (as defined in ~~Minnesota Statute section Minn. Stat. §~~ 609.341, ~~subdivision Subd.~~ 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor ~~that~~ which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected

child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation ~~that~~^{which} requires registration under Minnesota Statute section ~~Min. Stat. §~~ 243.166, ~~subdivision~~^{Subd.} 1b(a) or (b) (Registration of Predatory Offenders).

M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

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~~N. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.¶~~

¶

~~O. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.¶~~

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~~P. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

IV. REPORTING PROCEDURES

A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~information~~^{neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years;} to the local welfare agency, ~~agency responsible for assessing or investigating the report,~~ police department, county sheriff, tribal social services ~~agency,~~ or tribal police department. The reporter will include his or her name and address in the report.

- B. ~~An oral report shall be made immediately if the immediate report has been made orally;~~ by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for ~~assessing~~ assisting or investigating the report ~~maltreatment~~. Any ~~The written~~ report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~maltreatment~~ ~~abuse or neglect~~ of the child if the person is known, the nature and extent of the ~~maltreatment~~, ~~abuse or neglect~~ and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of ~~custodial or~~ parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. ~~An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, ~~plus costs and reasonable~~ ~~reasonable~~ attorney fees. ~~and the reckless~~ ~~Knowingly or recklessly making a~~ ~~making of a~~ false report ~~also~~ may result in discipline. ~~The court may also award attorney's fees.~~

V. INVESTIGATION

- A. The responsibility for ~~neglect or physical or sexual abuse~~ assessing or investigating reports of suspected ~~neglect or physical or sexual abuse~~ rests with the appropriate ~~state, county, state,~~ state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~offender~~ perpetrator, and any other person with knowledge of the ~~maltreatment abuse or neglect~~ for the purpose of gathering ~~the~~ facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of ~~the alleged offender or parent, legal guardian, or~~ a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~must~~ will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~offender~~ perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged ~~offender~~ perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, ~~Minnesota Statute Chapter Minn. Stat. Ch.~~ Minnesota Statute Chapter 13, and the Family Educational Rights and Privacy Act, 20 ~~United States Codes section U.S.C. §~~ 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force) Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders) Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)
-Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
~~Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) ¶¶~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: ~~ISD 200MSBA/MASA Model~~ Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy Reviewed: 02.08.2022

Policy Adopted: 07.28.2021

Policy Revised: ~~12.1~~ 12.23.2023



413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal,

verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or

- c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Gender Identity” refers to a person’s deeply held sense or knowledge of their own gender.
4. “Gender Expression” refers to the manner in which persons represent or express gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
5. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
6. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
7. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
8. ~~“Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.~~
“Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
9. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition for Purposes of this Policy¹
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or

¹ The law defines sexual harassment in different ways. The definition in this policy is consistent with how the term is defined in the Minnesota Human Rights Act. As discussed below, Title IX’s implementing regulations provide for a different definition. To ensure compliance with Title IX requirements, all allegations of sexual harassment must be brought to the attention of the Title IX Coordinator and first processed under the Title IX Grievance Procedures.

- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. SEXUAL HARASSMENT REPORTING AND INVESTIGATION PROCEDURES

- A. Allegations of sexual harassment may be subject to detailed requirements outlined in federal regulations implementing Title IX. To ensure the District's compliance with Title IX requirements, *all allegations involving sexual harassment must be immediately brought to the attention of the District's Title IX Coordinator.*
- B. For Title IX purposes, "sexual harassment" means conduct on the basis of sex that includes one or more of the following elements:
 1. **An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;**
 2. Unwelcome conduct determined by a reasonable person to be so severe,

pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- C. Any District employee who is aware of an allegation of sexual harassment must immediately notify the Title IX Coordinator. Students are strongly encouraged to notify the Title IX Coordinator of sexual harassment allegations, but may report allegations to any District employee. A District employee who receives a report from a student is responsible for immediately notifying the Title IX Coordinator.
 - D. Sexual harassment allegations will be processed in accordance with the Title IX Grievance Procedures attached to School Board Policy 522. The Grievance Procedures must be published and disseminated as required by law. Alleged conduct that does not meet Title IX's definition of "sexual harassment," if proved, may be investigated and addressed pursuant to the procedures outlined below.
 - E. The District's Title IX Coordinator is:

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street
Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org

V. REPORTING AND INVESTIGATION PROCEDURES IN SITUATIONS NOT INVOLVING SEXUAL HARASSMENT

- A. For complaints other than those involving sexual harassment or retaliation allegations subject to the Title IX grievance procedures outlined above, any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to the building principal or lead building supervisor ("building report taker"). A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district Human Rights Officer, who is the Director of Human Resources, or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The District's Human Rights Officer is:

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street
Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org

- D. In Each School Building. The building report taker, as defined above, is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates the Director of Human Resources as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the District Superintendent.
- H. The school district shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- P. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- Q. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- R. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- S. By authority of the school district, the Human Rights Officer, within three days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- T. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- U. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- V. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- W. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- X. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements,

Minnesota and federal law, and applicable school district policies and regulations.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes ~~chapter~~ 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, ~~diligence~~, gratefulness,

self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act) Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972) 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964) 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)¶
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: ISD 200 Policy 102 (Equal Educational Opportunity)
ISD 200 Policy 401 (Equal Employment Opportunity)
~~ISD 200 Policy~~ Policy 402 (Disability Nondiscrimination Policy)
~~ISD 200 Policy~~ Policy 403 (Discipline, Suspension, ISD 200 and Dismissal of School District Employees)¶
ISD 200 Policy 406 (Public and Private Personnel Data)
~~ISD 200 Policy~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
ISD 200 Policy 524 (Internet Acceptable Use and Safety Policy)
~~ISD 200 Policy 525 (Violence Prevention) ¶~~
~~ISD 200 Policy 526 (Hazing Prohibition)~~
~~ISD 200 Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)¶~~

Policy Reviewed: ~~11.29.2023~~09.22.2021

Policy Adopted: 08.25.2021

Policy Revised: ~~12.13.2023~~09.22.2021



416 DRUG, ~~AND~~ ALCOHOL, AND CANNABIS TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, ~~and~~ alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, ~~and~~ alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, ~~and~~ alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950- 181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug, ~~and~~ alcohol, and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug, ~~and~~ alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug, ~~and~~ alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.
- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 - 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 - 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 - 3. as provided in the school district’s written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
 - 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

At this time Hastings Public Schools currently contracts with Hastings Bus Company.

A. General Statement of Policy

All persons subject to commercial driver’s license requirements shall be tested for

alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. “Actual Knowledge” means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee’s use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee’s admission, except when made in connection with a qualified employee self-admission program.
2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by

the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.

10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
13. “Safety-Sensitive Functions” are on-duty functions from the time the

driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

14. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. “Stand Down” means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory reports to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver’s or a coworker’s); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. ~~This statement should be in the form of Attachment A to this policy.~~ The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance

includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for **cannabismarijuana**. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school

district.

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement ~~in the form of Attachment B to this policy~~, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a

moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.

- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as a random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the ~~selection~~ [selection](#)

period.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of

the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.
6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
7. Refusal to Submit and Attendant Consequences
 - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
 - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
 - c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
 - d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and

Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.

- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP;
 - b. and the employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

A testing laboratory for controlled substances certified by the Department of Health and Human Services – SAMHSA, will be used to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:

Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and canceled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse”) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test ~~result~~ ~~result~~;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - i. Any on-duty alcohol use;
 - ii. Any pre-duty alcohol use;
 - iii. Any alcohol use following an accident; and
 - iv. Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

- 1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
- 2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver

or applicant and acceptable to the school district.

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug, ~~and~~ alcohol, ~~and~~ cannabis testing other than that required by federal law. For example, drivers may be requested or required to undergo drug, ~~and~~ alcohol, ~~and~~ cannabis testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section

IV. of this policy.

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or ~~subsequent~~^{subsequent} corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearing House but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the ~~individual's~~^{individual's} consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure

that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.

4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter school in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.).
8. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
9. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
10. “Random Selection Basis” means a mechanism for selection of employees that:

- a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
- b. does not give the charter school discretion to waive the selection of any employee selected under the mechanism.

- 11. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- 12. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.

B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions*

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this ~~drug and alcohol testing~~ policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;

- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Random Testing

The school district may request or require employees to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

5. Reasonable Suspicion Testing

The school district may request or require any employee to undergo **cannabis testing or** drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of **cannabis**, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, **cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products** while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo **cannabis testing and** drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo **cannabis testing and** drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee

or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Definitions

1. ~~“Drug” means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.~~
2. ~~“Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.~~
3. ~~“Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”~~
4. ~~“Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).~~
5. ~~“Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.~~
6. ~~“Random Selection Basis” means a mechanism for selection of employees that:~~
 - a. ~~results in an equal probability that any employee from a group of~~

~~employees subject to the selection mechanism will be selected; and~~

~~b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.~~

~~7. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.~~

~~8. “Safety Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.~~

~~9.~~

E. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

F. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or

requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice ~~in the form of Attachment D to this policy on which~~ to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medica cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid

product.

- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, ~~or~~ alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

G. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test **or cannabis test** requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a, drug, ~~or~~ alcohol, **or cannabis** —counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co- employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or

regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

H. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

I. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

J. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

K. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, ~~and~~ alcohol, or **cannabis** testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice ~~in the form of Attachment G to this policy.~~

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the

policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

Cross-References: ~~ISD 200MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
ISD 200MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
ISD 200MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
ISD 200MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint of a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student *except as provided below*.

III. DEFINITIONS

A. “Corporal Punishment” means conduct involving:

1. hitting or spanking a person with or without an object; or
2. unreasonable physical force that causes bodily harm or substantial emotional harm.

B. “Prone restraint” means placing a child in a face-down position.

IV. PROHIBITIONS

A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.

B. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone *or compressive* restraint *except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.*

C. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil’s ability to breathe; restricts or impairs a pupil’s ability to communicate distress; places pressure or weight on a pupil’s head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil’s torso. *Except that the restrictions on prone and*

compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.

- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.A+ above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher, ~~or~~ school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment, Prone Restraints, and Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 609 (Criminal Code)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)
Minn. Stat. §645.241 (Punishment for Prohibited Acts)
Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)
Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)

Cross References: ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD 200 Policy 506 (Student Discipline)

Policy Reviewed: 11.29.2023
Policy Adopted: 11.15.2006
Policy Revised: 06.28.2023



601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.:

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the “World’s Best Workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Antiracist” means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. “Culturally sustaining” means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- E. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness; ~~including standards, benchmarks, essential questions, an assessment plan, instructional resources and strategies, and time allocations for emphasis and pacing for the content to be taught.~~
- F. “Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

- H. “Institutional racism” means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- I. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning. ~~“Instruction” means methods of providing learning experiences, through a teacher lead standards focused process, that enables students to meet state and district academic standards and graduation requirements including applied and experiential learning, and enables all students to master academic content and achieve personal goals.~~
- J. “Performance measures” are measures to determine school district and school site progress in striving to create the World’s Best Workforce and must include at least the following:
1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minnesota Statutes Section 120B.30, subdivision 1.

~~“Resources” means core and supplementary materials used by educators to deliver the defined curriculum.¶¶~~

~~¶¶~~

~~1. Core Instructional Materials: resources recommended through a District process, approved by the School Board and used by teachers to provide a required common content for students to achieve intended learning.¶¶~~

~~2. Supplementary Materials: resources determined by teachers and principals, as monitored by the Superintendent or designee, which supplement the core materials and provide for different student needs as required to meet the intended student learning.~~

~~“Instruction” means methods of providing learning experiences, through a teacher lead standards focused process, that enables students to meet state and district academic standards and graduation requirements, and enables all students to master academic content and achieve personal goals.~~

- K. “World’s Best Workforce” means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and

between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school. ~~have all third-grade students achieve grade-level literacy, close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.~~

~~“Performance measures” are measures to determine school district and school site progress in striving to create the World’s Best Workforce and must include at least the following:~~

~~¶~~

~~1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup; ¶~~

~~¶~~

~~2. student performance on the Minnesota Comprehensive Assessments; ¶~~

~~¶~~

~~high school graduation rates; and career and college readiness under Minnesota Statutes Section 120B.30, subdivision 1.~~

- L. “Inclusive educational programming” employs a curriculum that is developed and delivered so that students and staff gain an understanding and appreciation of the cultural diversity of the United States, the historical and contemporary contributions of women and men to society, the historical and contemporary contributions to society by people with disabilities.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, ~~must~~~~shall~~ adopt a comprehensive, long-term strategic plan to support and improve teaching and learning as well as inclusive educational programming, that is aligned with creating the world’s best workforce and includes the following:

- 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.345, subdivision 3, paragraph (b)(2).; ~~state and federal law;~~

- 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt ~~procedures for~~ early admission ~~procedures consistent with Minnesota Statutes, section 120B.15 to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups,~~ and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the

world's best workforce;

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section § 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, subdivision 8, or 122A.41, subdivision 5;
 4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
 5. a process to examine the equitable distribution of teachers and strategies to ensure **children in low-income families,, children in families of People of Color, and children in American Indian families**—~~and minority children~~ are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
 6. education effectiveness practices that
 - a. **integrate high-quality instruction, ~~rigorous curriculum,~~ technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;**
 - b. **ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;**
 - c. **provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and**
 7. **an annual budget for continuing to implement the school district plan;** and
 8. **identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.**
- B. **The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.**
- C. **Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education**

services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Literacy and the READ Act)~~an annual budget for continuing to implement the school district plan.~~

~~D. School district site and school site goals shall include the following:~~

~~7. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:~~

~~a) reading, writing, speaking, listening, and viewing in the English language;~~

~~b) mathematical and scientific concepts;~~

~~c) locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);~~

~~d) creative and critical thinking, decision making, and study skills;~~

~~e) work readiness skills;~~

~~f) global and cultural understanding.~~

~~8. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:~~

~~a) live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;~~

~~b) bring many perspectives, including historical, to contemporary issues;~~

~~c) develop an appreciation and respect for democratic institutions;~~

~~d) communicate and relate effectively in languages and with cultures other than the student's own;~~

~~e) practice stewardship of the land, natural resources, and environment;~~

~~f) use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.~~

~~9. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.~~

~~10. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:~~

- ~~a) establishing and achieving personal and career goals;~~
- ~~b) adapting to change;~~
- ~~c) leading a healthy and fulfilling life, both physically and mentally;~~
- ~~d) living a life that will contribute to the well-being of society;~~
- ~~e) becoming a self-directed learner;~~
- ~~f) exercising ethical behavior.~~

~~11. Students will be given the opportunity to acquire human relations skills necessary to:~~

- ~~a) appreciate, understand, and accept human diversity and interdependence;~~
- ~~b) address human problems through team effort;~~
- ~~c) resolve conflicts with and among others;~~
- ~~d) function constructively within a family unit;~~
- ~~e) promote a multicultural, gender-fair, disability-sensitive society.~~

~~E. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically-based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, evidenced-based balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.~~

~~12. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~

~~13. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~

~~14. Reading assessments in English and in the predominant languages of 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 English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.~~

~~15. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified, the report must include:~~

~~(1) a summary of the district's efforts to screen for dyslexia;~~

~~(2) the number of students screened for that reporting year; and~~

~~(3) the number of students demonstrating characteristics of dyslexia for that year.~~

~~16. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.~~

~~17. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:~~

~~a) the student's reading proficiency as measured by a locally adopted assessment;~~

~~b) reading-related services currently being provided to the student and the student's progress; and~~

~~c) strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.~~

~~d) This provision may not be used to deny a student's right to a special education evaluation.~~

~~18. For each student who is not reading at or above grade level, 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. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with~~

~~appropriate school and community programs. Intervention methods may include, but are not limited to, requiring 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. ¶~~

¶

- ~~19. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will 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. ¶~~

¶

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.12 (~~Read Act Goal and Intervention~~ ~~Reading Proficiently no Later than the End of Grade 3~~)
Minn. Stat. § 120B.15 (Gifted and Talented Students Programs and Services)
Minn. Stat. § 120B.25 (Ethnic Studies)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
20 U.S.C. § 5801, *et seq.* (National Education Goals)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
~~Minn. Rules Part 3500.0550 (Inclusive Educational Program) ¶~~

Cross References:

ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedures)
ISD 200 Policy 615 (Basic Standards Testing)

Policy Reviewed: ~~08.11.2022~~ 11.29.2023
Policy Adopted: 12.09.2020
Policy Revised: 04.26.2023



620 CREDIT FOR LEARNING

I. PURPOSE

This policy ~~is to~~ recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also ~~is to~~ recognizes student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. “Concurrent enrollment” means nonsectarian courses in which an eligible pupil under [Minnesota Statutes, section 124D.095](#), subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. ~~An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student’s race,~~

~~creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.~~

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.
 - c. If no comparable course is offered by the school district for which

high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or non-final grades earned during the academic term.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards

corresponding to that specific rigorous course of study.

- B. Secondary credits granted to a student through a post-secondary enrollment options course or or program must be counted toward the graduation requirements and subject area requirements of the district.

~~program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.~~

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in

materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8,9,10, and 11.

VII. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

In the event that a medical pathways program exists in Hastings Public Schools, then consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours workdays, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VIII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

IX. WEIGHTED GRADES

- A. The school district does not offer weighted grades.

X. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforces)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.024 (Credits)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)

Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.091 (Concurrent Enrollment Program Aid)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820(Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: ISD 200 Policy 601 (School District Curriculum and Instruction Goals)
ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedure)
~~ISD 200 Policy 615 (Basic Standards Testing Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)~~
ISD 200 Policy 616 (School District System Accountability)

Policy Reviewed: 08.11.2022
Policy Adopted: 06.24.2020
Policy Revised: 08.23.2023

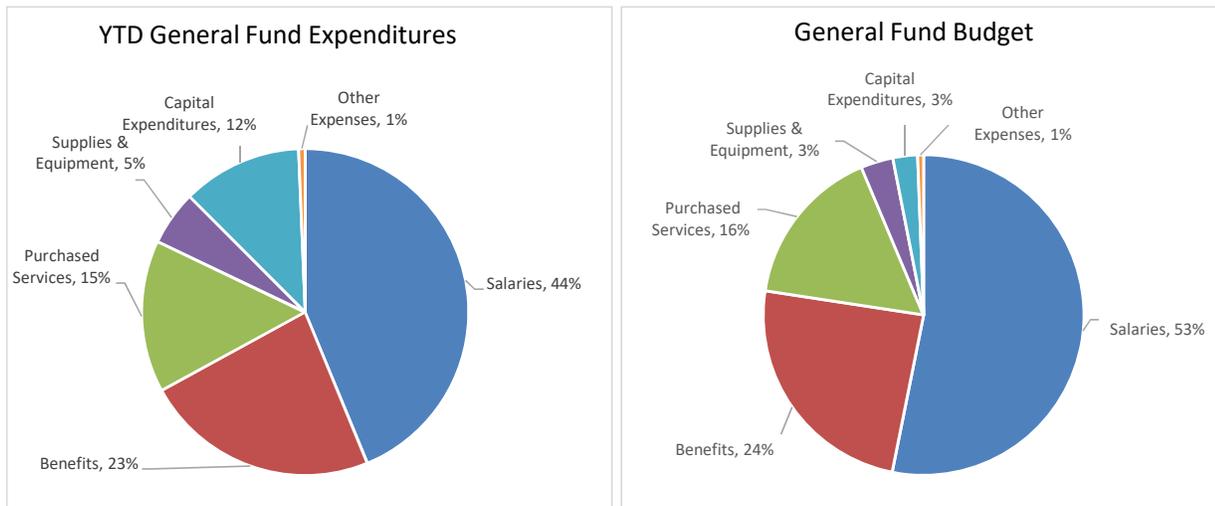
HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: November 2023

EXPENDITURE TOTALS

	FY 2024 Budget (ADP)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	33,635,354	2,759,712	8,731,220	24,904,134	26%
200 Benefits	15,353,849	1,132,783	4,636,524	10,717,325	30%
300 Purchased Services	10,277,717	941,952	3,001,888	7,275,829	29%
400 Supplies & Equipment	2,070,709	164,114	1,075,936	994,773	52%
500 Capital Expenditures	1,560,642	422,627	2,366,546	(805,904)	152%
800 Other Expenses	384,581	7,184	125,227	259,354	33%
	63,282,851	5,428,371	19,937,340	43,345,511	32%
Food Service Fund (02)	3,453,689	309,412	969,397	2,484,292	28%
Community Service Fund (04)	2,769,317	272,868	1,082,527	1,686,791	39%
Building Construction Fund (06)	4,700,000	98,328	1,495,200	3,204,800	32%
Debt Service Fund (07)	3,871,750	0	182,575	3,689,175	5%
Student Activities Fund (10)	250,000	9,704	57,091	192,909	23%
Deferred Accounts- Donations/Misc Fund (11)	640,619	58,681	173,399	467,220	27%
Scholarships Fund (12)	120,000	0	1,000	119,000	1%
Totals	\$79,088,226	\$6,177,364	\$23,898,529	\$55,189,697	

** 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	11/1/2023	11/30/2023	1,978,343	Pay dates 11/3 and 11/20 Bd. Share \$403,510
Liability Checks & Wires	11/1/2023	11/30/2023	1,414,705	
Total			\$3,393,048	

FINANCE DISBURSEMENTS

Checks & Wires	11/1/2023	11/30/2023	1,776,210
Total			\$1,776,210

SELF-FUNDED INSURANCE

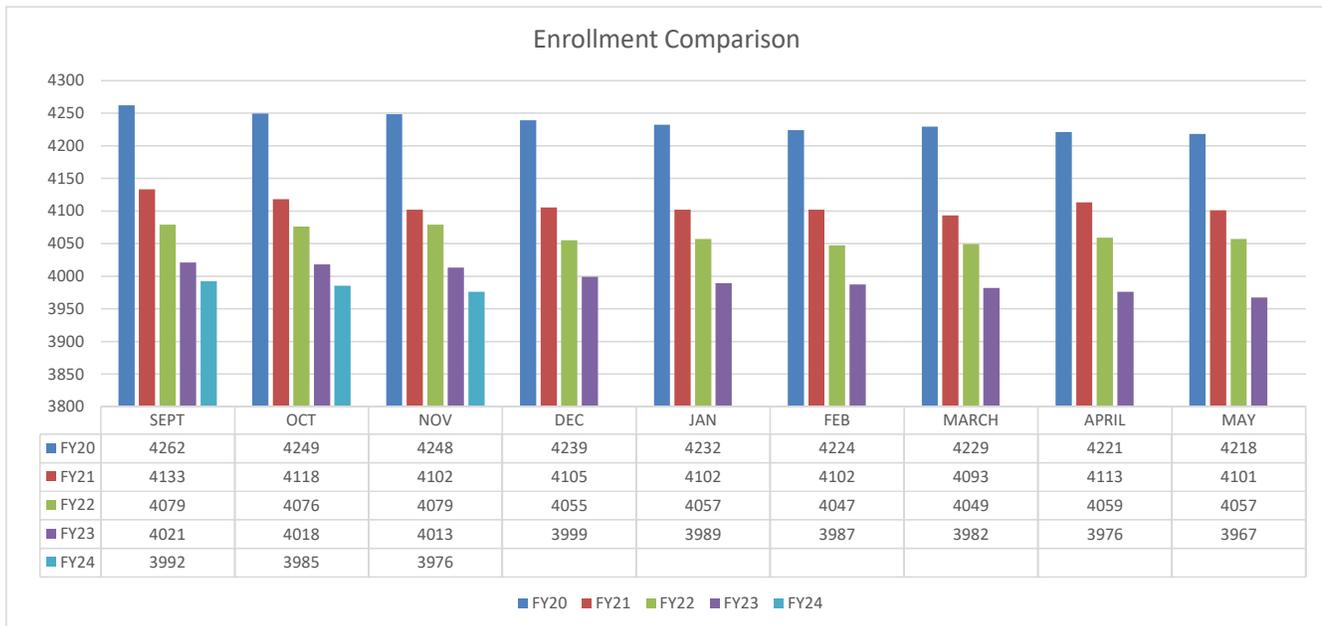
	Revenue YTD	Expenses YTD	YTD Balance
Dental	305,387	270,006	\$35,382
Health	3,714,067	2,964,938	\$749,129

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/3/2023	MSDLAF General	MSDLAF AP	92,558.87	Accounts Payable
11/3/2023	MSDLAF General	MSDLAF Payroll	1,649,720.57	Payroll
11/3/2023	MSDLAF Health Self Funded	MSDLAF General	200.00	Health Insurance
11/3/2023	MSDLAF General	MSDLAF Flex	16,677.69	Payroll
11/6/2023	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
11/10/2023	MSDLAF General	Vermillion Bank	11,499.47	Local Receipts
11/10/2023	MSDLAF General	MSDLAF AP	64,845.25	Accounts Payable
11/13/2023	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
11/15/2023	MSDLAF General	MSDLAF AP	734,731.88	Accounts Payable
11/17/2023	MSDLAF General	MSDLAF Health Self Funded	28,400.00	Health Insurance
11/17/2023	MSDLAF General	MSDLAF Health Self Funded	28,083.53	Health Insurance
11/20/2023	MSDLAF General	MSDLAF Payroll	1,677,746.69	Payroll
11/20/2023	MSDLAF General	MSDLAF AP	127,981.67	Accounts Payable
11/20/2023	MSDLAF General	MSDLAF Flex	16,396.87	Payroll
11/22/2023	MSDLAF General	MSDLAF AP	28,150.26	Accounts Payable
11/24/2023	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
11/27/2023	MSDLAF General	MSDLAF AP	339,051.90	Accounts Payable
11/28/2023	MSDLAF General	MSDLAF Payroll	59,526.21	Payroll
11/30/2023	MSDLAF General	MSDLAF AP	380,975.86	Accounts Payable
11/30/2023	MSDLAF General	MSDLAF Scholarship	16,245.11	Local Receipts
11/30/2023	MSDLAF General	MSDLAF Payroll	4,946.31	Payroll
11/30/2023	MSDLAF Scholarship	MSDLAF ScholarshipMAX	25,000.00	Exchange
			\$5,427,738.14	

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	259	HAHS	36
1	285	High School	1377
2	275	Middle School	1178
3	288	Kennedy Elementary	457
4	278	Pinecrest Elementary	441
5	287	McAuliffe Elementary	487
6	310		3976
7	292		
8	289		
9	374		
10	366	Elementary	1385
11	335	Middle School	1178
12	338	High School/HAHS	1413
	3976	Total District	3976



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 11/30/2023

Crs Code	Activity Account	Balance 7/1/2023	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 11/30/2023
601	Art Club	489.27	0.00	24.13	465.14	1.0255	466.17
608	AVID	3,024.06	901.00	144.72	3,780.34	7.5650	3,787.90
602	Band	1,033.95	17,004.00	265.00	17,772.95	24.9133	17,797.86
604	Baseball	242.36	0.00	0.00	242.36	0.5322	242.89
605	Basketball - Boys	2,249.20	0.00	2,000.00	249.20	1.8986	251.10
609	Choir Tour	546.42	1,786.00	1,786.00	546.42	1.1999	547.62
610	Cross Country Running	74.60	1,289.00	913.00	450.60	0.8897	451.49
613	Fellowship Christian Athletes (FCA)	826.02	1,573.00	652.86	1,746.16	3.3727	1,749.53
614	Football	1,450.41	0.00	0.00	1,450.41	3.1851	1,453.60
615	Gymnastics	2,531.20	0.00	0.00	2,531.20	5.5584	2,536.76
616	French Honor Society (FHS)	1,716.75	0.00	0.00	1,716.75	3.7699	1,720.52
622	Marching Band	20,178.35	27,166.52	29,843.71	17,501.16	41.4185	17,542.58
675	INTEREST EARNED	0.00	335.76	0.00	335.76	-	0.00
623	National Honor Society (NHS)	2,348.30	744.00	17.28	3,075.02	6.1389	3,081.16
625	Nordic Skiing	153.60	0.00	0.00	153.60	0.3373	153.94
626	Orchestra	271.96	0.00	0.00	271.96	0.5972	272.56
627	Outdoor Club	0.16	0.00	0.16	0.00	0.0001	0.00
618	Peer Helpers	37.19	0.00	19.24	17.95	0.0524	18.00
632	Show Choir	5,978.31	24,539.20	4,736.61	25,780.90	41.3004	25,822.20
643	Soccer - Boys	286.99	0.00	286.99	0.00	0.1939	0.19
647	Spanish Club	11,260.05	330.00	1,079.80	10,510.25	23.6918	10,533.94
650	Student Council	59,545.20	3,915.00	6,145.17	57,315.03	126.2105	57,441.24
652	Tennis - Boys	3,190.68	0.00	27.77	3,162.91	6.9503	3,169.86
653	Tennis - Girls	243.27	1,036.00	320.88	958.39	1.8376	960.23
655	Thespians	601.44	0.16	49.88	551.72	1.2199	552.94
656	Track	9,549.31	0.00	3,248.00	6,301.31	15.4834	6,316.79
654	Ultimate Frisbee	417.68	0.00	87.42	330.26	0.7400	331.00
659	Wrestling	5,229.57	0.00	4,395.50	834.07	3.2088	837.28
665	Middle School Yearbook	1,557.83	0.00	1,046.59	511.24	1.2995	512.54
666	Middle School Student Council	5,086.25	0.00	0.00	5,086.25	11.1692	5,097.42
		140,120.38	80,619.64	57,090.71	163,649.31	335.7600	163,649.31

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

November 2023 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	26,000,000.00	10,000,000.00	10,000,000.00	26,000,000.00
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	27,496,000.00	10,000,000.00	10,000,000.00	<u>27,496,000.00</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	26,000,000.00	0.00	26,000,000.00
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	27,496,000.00	0.00	<u>27,496,000.00</u>

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

November 2023 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	7,345,175.38	4,064,865.53	(6,989,436.09)	4,420,604.82
FOOD SERVICE FUND - 02	516,063.75	647,745.17	(257,013.45)	906,795.47
COMMUNITY ED - 04	649,024.30	218,942.02	(102,412.93)	765,553.39
BUILDING CONSTRUCTION - 06	3,550,111.19	15,643.65	(64,817.36)	3,500,937.48
DEBT REDEMPTION - 07	18,445,875.97	48,552.11	1,619,449.57	20,113,877.65
STUDENT ACTIVITY FUND -10	135,752.43	36,800.68	(9,703.80)	162,849.31
DEFERRED ACCOUNTS - 11	687,207.16	60,733.39	(45,962.49)	701,978.06
SCHOLARSHIP - 12	272,407.28	17,008.34	0.00	289,415.62
TRUST - 18	61,898.17	0.00	69.96	61,968.13
DENTAL SELF FUNDED - 20	726,922.60	3,071.17	14,277.80	744,271.57
HEALTH SELF FUNDED -21	4,251,059.46	25,001.79	(287,848.57)	3,988,212.68
OPEB PERA/CE TRUST - 45	6,174,139.29	0.00	28,864.69	6,203,003.98
TOTALS	42,815,636.98	5,138,363.85	(6,094,532.67)	41,859,468.16

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	78,953.30	0.00	0.00	48.22	79,001.52
MSDLAF AP	869,707.88	(767,683.75)	0.00	119.88	102,144.01
MSDLAF Payroll	137,136.64	(36,110.36)	0.00	0.00	101,026.28
MSDLAF Scholarship	289,415.62	0.00	0.00	0.00	289,415.62
MSDLAF General	12,657,831.14	0.00	24,165.13	(0.01)	12,681,996.26
MSDLAF Flex	26,300.62	0.00	0.00	5,355.73	31,656.35
MSDLAF Dental Self Funded	680,994.27	0.00	0.00	0.00	680,994.27
MSDLAF Health Self Funded	3,263,614.77	(4,185.75)	0.00	0.00	3,259,429.02
MSDLAF Bond Proceeds	3,503,078.01	(2,140.53)	0.00	0.00	3,500,937.48
Vermillion Bank	155,826.27	(2,147.00)	0.00	0.00	153,679.27
MidAmerica - CE Trust	61,968.13	0.00	0.00	0.00	61,968.13
OPEB PERA/CE Trust Account	6,783,017.58	0.00	0.00	0.00	6,783,017.58
US Bank Escrow	14,134,202.37	0.00	0.00	0.00	14,134,202.37
TREASURER'S BALANCE	42,642,046.60	(812,267.39)	24,165.13	5,523.82	41,859,468.16

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	P405MB	104972		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	11/22/2023	47.02
Bank Total: \$47.02													
USAP	P40501	104738		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	11/03/2023	25,574.25
USAP	P40515	104818		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	11/15/2023	349.00
USAP	P40515	104819		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	11/15/2023	4,650.02
USAP	P40504	104950		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	11/22/2023	22,149.06
USAP	P40504	104951		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	11/22/2023	600.00
USAP	P40530	105131		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	11/30/2023	4,495.46
USAP	P40530	105132		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	11/30/2023	163.87
USAP	P31101	102667	831541	Check	1	11492	ELIZABETH HILL		Yes	Yes	Yes	11/10/2023	(4.99)
USAP	P31215	103189	831943	Check	1	11701	HARRIS, BRIGGAN		Yes	Yes	Yes	11/22/2023	(45.18)
USAP	P40301	104058	832587	Check	1	7637	EAST RIDGE HIGH SCHOOL	Other	Yes	Yes	Yes	11/10/2023	(450.00)
USAP	P40401	104445	832907	Check	1	9831	THE MATH LEARNING CENTER	Other	Yes	Yes	Yes	11/22/2023	(1,620.00)
USAP	P40501	104748	833145	Check	1	11598	ALEXANDRIA TECHNICAL & COMMUNIT	Other	Yes	Yes	No	11/03/2023	2,835.60
USAP	P40501	104751	833146	Check	1	11787	ARNDT, KAY		Yes	Yes	No	11/03/2023	170.00
USAP	P40501	104775	833147	Check	1	9953	BEHNKE, KERI		Yes	No	No	11/03/2023	14.15
USAP	P40501	104752	833148	Check	1	1204	CARPENTER ST. CROIX VALLEY NATU	C Corporation	Yes	No	No	11/03/2023	637.00
USAP	P40501	104745	833149	Check	1	11560	CESO HR, LLC	LLC - S Corp	Yes	Yes	No	11/03/2023	437.50
USAP	P40501	104766	833150	Check	1	5979	CHANDLER, LAURIE		Yes	Yes	No	11/03/2023	56.20
USAP	P40501	104741	833151	Check	1	10278	DECKER	S Corporation	Yes	Yes	No	11/03/2023	427.61
USAP	P40501	104743	833152	Check	1	10980	DRUSZCZAK, PHIL		Yes	Yes	No	11/03/2023	19.00
USAP	P40501	104739	833153	Check	1	10093	EDYNAMIC LEARNING	Partnership	Yes	Yes	No	11/03/2023	3,590.00
USAP	P40501	104769	833154	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	11/03/2023	133.62
USAP	P40501	104753	833155	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	Yes	No	11/03/2023	116.16
USAP	P40501	104750	833156	Check	1	11783	GAME TIME ASSIGNING	Ind/Sole Proprietor	Yes	Yes	No	11/03/2023	442.00
USAP	P40501	104740	833157	Check	1	10112	GORR, KARI		Yes	Yes	No	11/03/2023	112.40
USAP	P40501	104761	833158	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	11/03/2023	608.92
USAP	P40501	104774	833159	Check	1	9641	HANSEY, JACLYN		Yes	Yes	No	11/03/2023	278.08
USAP	P40501	104768	833160	Check	1	6818	HASTINGS CHRYSLER CENTER INC	S Corporation	Yes	Yes	No	11/03/2023	1,150.85
USAP	P40501	104747	833161	Check	1	11582	HEWITT, SARA		Yes	Yes	No	11/03/2023	43.74
USAP	P40501	104755	833162	Check	1	1679	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	11/03/2023	48.20
USAP	P40501	104756	833163	Check	1	1681	JAEGER, KARI		Yes	Yes	No	11/03/2023	40.22
USAP	P40501	104746	833164	Check	1	11573	JEFF DEHLER PUBLIC RELATIONS LLC	Ind/Sole Proprietor	Yes	Yes	No	11/03/2023	8,698.75
USAP	P40501	104765	833165	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	11/03/2023	1,300.00
USAP	P40501	104767	833166	Check	1	6156	JOSTENS		Yes	Yes	No	11/03/2023	2,085.75
USAP	P40501	104763	833167	Check	1	4164	LAKES COUNTRY SERVICE CO-OP	Other	Yes	Yes	No	11/03/2023	195.00
USAP	P40501	104764	833168	Check	1	4228	MCGINNIS, ANGELA		Yes	Yes	No	11/03/2023	56.20
USAP	P40501	104742	833169	Check	1	10948	METRO VOLLEYBALL OFFICIAL ASSOC	LLC - Partnership	Yes	Yes	No	11/03/2023	360.00

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40501	104757	833170	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	11/03/2023	1,664.43
USAP	P40501	104771	833171	Check	1	8876	MINUTEMAN PRESS	S Corporation	Yes	Yes	No	11/03/2023	100.70
USAP	P40501	104772	833172	Check	1	9208	NUTRISLICE, INC	C Corporation	Yes	Yes	No	11/03/2023	2,425.56
USAP	P40501	104760	833173	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	11/03/2023	8,406.37
USAP	P40501	104770	833174	Check	1	7918	RIESTER REFRIGERATION	S Corporation	Yes	Yes	No	11/03/2023	1,147.00
USAP	P40501	104744	833175	Check	1	11373	ROBERTSON, SAM	S Corporation	Yes	Yes	No	11/03/2023	122.08
USAP	P40501	104758	833176	Check	1	2424	SOUTHWEST MN STATE UNIVERSITY	Other	Yes	Yes	No	11/03/2023	13,750.00
USAP	P40501	104749	833177	Check	1	11729	STRESE TREE SERVICE LLC	Ind/Sole Proprietor	Yes	Yes	No	11/03/2023	6,600.00
USAP	P40501	104754	833178	Check	1	1575	TESSIER-MORSE, HAILEN	Other	Yes	Yes	No	11/03/2023	48.21
USAP	P40501	104759	833179	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CII	Other	Yes	Yes	No	11/03/2023	6,815.00
USAP	P40501	104773	833180	Check	1	9481	WELCH, MARISSA	Other	Yes	Yes	No	11/03/2023	39.82
USAP	P40501	104762	833181	Check	1	3374	ZIEGLER INC	S Corporation	Yes	Yes	No	11/03/2023	2,008.50
USAP	P40502	104792	833182	Check	1	11767	AUTUMN DALIN	S Corporation	Yes	Yes	No	11/10/2023	243.66
USAP	P40502	104808	833183	Check	1	9066	BAKKER, PAUL	Other	Yes	Yes	No	11/10/2023	42.31
USAP	P40502	104789	833184	Check	1	11558	BATAGLIA, KATHERINE	Other	Yes	Yes	No	11/10/2023	11.27
USAP	P40502	104793	833185	Check	1	11788	BUECHLER, AMY	Other	Yes	Yes	No	11/10/2023	56.33
USAP	P40502	104801	833186	Check	1	4756	BUNKER HILLS GOLF COURSE	Other	Yes	Yes	No	11/10/2023	44.00
USAP	P40502	104795	833187	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	11/10/2023	11,420.26
USAP	P40502	104806	833188	Check	1	7637	EAST RIDGE HIGH SCHOOL	Other	Yes	Yes	No	11/10/2023	450.00
USAP	P40502	104794	833189	Check	1	11789	EQUIP MECHANICAL SUPPORT INC	C Corporation	Yes	Yes	No	11/10/2023	350.00
USAP	P40502	104790	833190	Check	1	11657	ERLANDSON, ANGELA	Ind/Sole Proprietor	Yes	Yes	No	11/10/2023	5,231.25
USAP	P40502	104805	833191	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	11/10/2023	7.17
USAP	P40502	104799	833192	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	11/10/2023	53.57
USAP	P40502	104802	833193	Check	1	4980	HANSON, TRENT	S Corporation	Yes	Yes	No	11/10/2023	555.75
USAP	P40502	104791	833194	Check	1	11726	JOHNSON, STEFANIE	S Corporation	Yes	Yes	No	11/10/2023	30.72
USAP	P40502	104787	833195	Check	1	11315	LAVOLD, MARIAH	S Corporation	Yes	Yes	No	11/10/2023	37.21
USAP	P40502	104796	833196	Check	1	1914	MCEA EXECUTIVE OFFICE	Other	Yes	Yes	No	11/10/2023	2,122.00
USAP	P40502	104804	833197	Check	1	7173	MEDICINE LAKE TOURS	S Corporation	Yes	Yes	No	11/10/2023	35,570.00
USAP	P40502	104788	833198	Check	1	11331	MIDWEST MACHINERY CO	S Corporation	Yes	Yes	No	11/10/2023	1,248.02
USAP	P40502	104800	833199	Check	1	4163	MN DEPT OF LABOR & INDUSTRY	S Corporation	Yes	Yes	No	11/10/2023	320.00
USAP	P40502	104797	833200	Check	1	2094	NINE EAGLES PROMOTIONS	Other	Yes	Yes	No	11/10/2023	2,857.00
USAP	P40502	104803	833201	Check	1	6888	SOUTH ST PAUL HIGH SCHOOL	S Corporation	Yes	Yes	No	11/10/2023	105.00
USAP	P40502	104807	833202	Check	1	8776	STAARS PROGRAM PETTY CASH FUNI	Other	Yes	Yes	No	11/10/2023	78.27
USAP	P40502	104798	833203	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	11/10/2023	2,130.39
USAP	P40502	104786	833204	Check	1	10452	WAYNE PETERSON ENTERPRISES	S Corporation	Yes	Yes	No	11/10/2023	2,184.00
USAP	P40502	104809	833205	Check	1	9759	WEISPFENNIG, ALYSSA	S Corporation	Yes	No	No	11/10/2023	152.06
USAP	P40515	104877	833206	Check	1	5510	ACCELERATED TECHNOLOGIES LLC	Ind/Sole Proprietor	Yes	Yes	No	11/15/2023	509.35
USAP	P40515	104846	833207	Check	1	11826	ACCESS LIFTS INC	S Corporation	Yes	Yes	No	11/15/2023	2,506.00
USAP	P40515	104823	833208	Check	1	10604	ACCUTRAIN CORP	C Corporation	Yes	Yes	No	11/15/2023	178.00

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40515	104837	833209	Check	1	11576	AGILEBITS INC	C Corporation	Yes	Yes	No	11/15/2023	958.80
USAP	P40515	104888	833210	Check	1	7665	ARC DOCUMENT SOLUTIONS LLC	LLC - C Corp	Yes	Yes	No	11/15/2023	495.00
USAP	P40515	104829	833211	Check	1	10919	ARVIG	S Corporation	Yes	Yes	No	11/15/2023	1,205.92
USAP	P40515	104832	833212	Check	1	11204	ASLIS	S Corporation	Yes	Yes	No	11/15/2023	264.00
USAP	P40515	104836	833213	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	11/15/2023	3,327.27
USAP	P40515	104876	833214	Check	1	5226	BJORKLUND COMPENSATION CONSUL	Ind/Sole Proprietor	Yes	No	No	11/15/2023	150.00
USAP	P40515	104896	833215	Check	1	8630	BORGEN, CHERYL		Yes	Yes	No	11/15/2023	18.60
USAP	P40515	104824	833216	Check	1	10701	BTR OF MINNESOTA LLC	LLC - S Corp	Yes	Yes	No	11/15/2023	83.70
USAP	P40515	104895	833217	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	11/15/2023	6,153.77
USAP	P40515	104904	833218	Check	1	9893	CAPONI ART PARK	Other	Yes	Yes	No	11/15/2023	90.00
USAP	P40515	104848	833219	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	11/15/2023	11,632.95
USAP	P40515	104822	833220	Check	1	10347	CENTER FOR SPORT & PERFORMANC	Other	Yes	Yes	No	11/15/2023	432.00
USAP	P40515	104891	833221	Check	1	7911	CENTURYLINK	C Corporation	Yes	Yes	No	11/15/2023	90.21
USAP	P40515	104849	833222	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	11/15/2023	7,435.58
USAP	P40515	104850	833223	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	11/15/2023	5,510.32
USAP	P40515	104821	833224	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	Yes	No	11/15/2023	2,520.57
USAP	P40515	104851	833225	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	Yes	No	11/15/2023	10.99
USAP	P40515	104852	833226	Check	1	1289	CURRICULUM ASSOCIATES	LLC - Partnership	Yes	Yes	No	11/15/2023	150.19
USAP	P40515	104873	833227	Check	1	3399	DALCO	S Corporation	Yes	Yes	No	11/15/2023	6,235.83
USAP	P40515	104897	833228	Check	1	8940	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	11/15/2023	509.06
USAP	P40515	104898	833229	Check	1	8940	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	11/15/2023	144.11
USAP	P40515	104853	833230	Check	1	1319	DEMCO	S Corporation	Yes	Yes	No	11/15/2023	381.57
USAP	P40515	104872	833231	Check	1	3336	DISCOUNT SCHOOL SUPPLY	LLC - C Corp	Yes	Yes	No	11/15/2023	90.28
USAP	P40515	104905	833232	Check	1	9926	DOOR SERVICE COMPANY OF THE TW	S Corporation	Yes	Yes	No	11/15/2023	1,509.08
USAP	P40515	104828	833233	Check	1	10787	DOWNTOWN TIRE AND AUTO INC	S Corporation	Yes	Yes	No	11/15/2023	1,278.60
USAP	P40515	104879	833234	Check	1	6190	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	11/15/2023	533.82
USAP	P40515	104847	833235	Check	1	11829	ENVIRONMENTAL PLANT SERVICES	S Corporation	Yes	Yes	No	11/15/2023	15,600.00
USAP	P40515	104883	833236	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	11/15/2023	125.32
USAP	P40515	104843	833237	Check	1	11765	FLOURISH CONSULTING LLC	LLC - S Corp	Yes	Yes	No	11/15/2023	8,812.50
USAP	P40515	104892	833238	Check	1	8175	GEMINI ATHLETIC WEAR INC	S Corporation	Yes	Yes	No	11/15/2023	9,763.63
USAP	P40515	104903	833239	Check	1	9863	GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	11/15/2023	266.05
USAP	P40515	104833	833240	Check	1	11220	GOPHERMODS LLC	S Corporation	Yes	Yes	No	11/15/2023	208.00
USAP	P40515	104854	833241	Check	1	1482	GRAINGER, W.W.	C Corporation	Yes	Yes	No	11/15/2023	1,042.92
USAP	P40515	104855	833242	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	11/15/2023	489.00
USAP	P40515	104870	833243	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	11/15/2023	3.00
USAP	P40515	104856	833244	Check	1	1555	HAWKINS, INC.	C Corporation	Yes	Yes	No	11/15/2023	811.12
USAP	P40515	104887	833245	Check	1	7592	HILDI INC	C Corporation	Yes	No	No	11/15/2023	3,740.00
USAP	P40515	104901	833246	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	11/15/2023	961.54
USAP	P40515	104859	833247	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	Yes	No	11/15/2023	876.35

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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	P40515	104884	833248	Check	1 7323	R1	HOUGHTON MIFFLIN HARCOURT	C Corporation	Yes	Yes	No	11/15/2023	151.03
USAP	P40515	104857	833249	Check	1 1647		IND. SCHOOL DIST 625	Other	Yes	Yes	No	11/15/2023	13,197.72
USAP	P40515	104874	833250	Check	1 3584		INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	11/15/2023	2,806.50
USAP	P40515	104889	833251	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	11/15/2023	4,990.86
USAP	P40515	104881	833252	Check	1 6741		IVY GARTH SEEDS & PLANTS INC	C Corporation	Yes	Yes	No	11/15/2023	1,184.98
USAP	P40515	104878	833253	Check	1 6156		JOSTENS		Yes	Yes	No	11/15/2023	1,270.92
USAP	P40515	104882	833254	Check	1 6786		KOEHLER & DRAMM	S Corporation	Yes	Yes	No	11/15/2023	707.61
USAP	P40515	104840	833255	Check	1 11711		KOVACH, STEVE		Yes	Yes	No	11/15/2023	249.18
USAP	P40515	104858	833256	Check	1 1799	R1	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	11/15/2023	415.15
USAP	P40515	104865	833257	Check	1 2256	R1	LEARNING A-Z	C Corporation	Yes	Yes	No	11/15/2023	1,004.15
USAP	P40515	104902	833258	Check	1 9776	R1	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	11/15/2023	587.00
USAP	P40515	104893	833259	Check	1 8342		M-JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	Yes	No	11/15/2023	2,217.50
USAP	P40515	104842	833260	Check	1 11747		MAD DOG BRASS AND WOODWIND RE	Ind/Sole Proprietor	Yes	Yes	No	11/15/2023	475.00
USAP	P40515	104899	833261	Check	1 9160		MATBOSS, LLC	LLC - Partnership	Yes	Yes	No	11/15/2023	259.00
USAP	P40515	104861	833262	Check	1 1915		MCGINNIS, PETER		Yes	Yes	No	11/15/2023	21.75
USAP	P40515	104862	833263	Check	1 1942		MENARDS	S Corporation	Yes	Yes	No	11/15/2023	102.24
USAP	P40515	104863	833264	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	11/15/2023	378,182.17
USAP	P40515	104864	833265	Check	1 1982		MINNESOTA DEPT. OF HEALTH	Other	Yes	Yes	No	11/15/2023	3,855.00
USAP	P40515	104835	833266	Check	1 11557	R1	MINNESOTA STATE HIGH SCHOOL SWI	Other	Yes	No	No	11/15/2023	170.00
USAP	P40515	104845	833267	Check	1 11784		MNSAA	C Corporation	Yes	No	No	11/15/2023	150.00
USAP	P40515	104890	833268	Check	1 7883	R1	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	Yes	No	11/15/2023	49,861.00
USAP	P40515	104820	833269	Check	1 10019	R1	NCS PEARSON INC	C Corporation	Yes	Yes	No	11/15/2023	820.05
USAP	P40515	104825	833270	Check	1 10721	R4	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	Yes	No	11/15/2023	42,909.03
USAP	P40515	104844	833271	Check	1 11771		NOVA EDUCATION CONSULTANTS	Partnership	Yes	Yes	No	11/15/2023	7,299.00
USAP	P40515	104860	833272	Check	1 1882		OFFICE OF MN IT SERVICES	Other	Yes	Yes	No	11/15/2023	109.20
USAP	P40515	104830	833273	Check	1 11186	R1	PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	11/15/2023	1,886.76
USAP	P40515	104831	833274	Check	1 11186	R2	PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	11/15/2023	3,208.39
USAP	P40515	104841	833275	Check	1 11740		PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	Yes	No	11/15/2023	10,838.08
USAP	P40515	104885	833276	Check	1 7356	R1	RESILITE SPORTS PRODUCTS INC	S Corporation	Yes	Yes	No	11/15/2023	17,229.80
USAP	P40515	104868	833277	Check	1 2845		ROSEN PUBLISHING	S Corporation	Yes	Yes	No	11/15/2023	795.00
USAP	P40515	104875	833278	Check	1 4344		ROWAN, MARY		Yes	Yes	No	11/15/2023	17.29
USAP	P40515	104869	833279	Check	1 3029		SCHMITT MUSIC	S Corporation	Yes	Yes	No	11/15/2023	93.00
USAP	P40515	104839	833280	Check	1 11708		SHEEHAN, JAMES	Ind/Sole Proprietor	Yes	Yes	No	11/15/2023	400.00
USAP	P40515	104866	833281	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	11/15/2023	1,269.37
USAP	P40515	104900	833282	Check	1 9216		TRUTHOUGHT LLC	LLC - C Corp	Yes	Yes	No	11/15/2023	92.39
USAP	P40515	104894	833283	Check	1 8469		TWIN CITY SCALE CO	S Corporation	Yes	Yes	No	11/15/2023	245.00
USAP	P40515	104886	833284	Check	1 7490		UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	Yes	No	11/15/2023	2,023.54
USAP	P40515	104871	833285	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	11/15/2023	40,513.77
USAP	P40515	104834	833286	Check	1 11386		VAN DUZER, WILLIAM		Yes	Yes	No	11/15/2023	85.95

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USAP	P40515	104826	833287	Check	1	R4	WALCOTT SOLAR LLC	LLC - Partnership	Yes	Yes	No	11/15/2023	22,282.41
USAP	P40515	104827	833288	Check	1	R4	WARSAW SOLAR LLC	LLC - Partnership	Yes	Yes	No	11/15/2023	19,797.89
USAP	P40515	104867	833289	Check	1		WHISTLING WELL FARM	Ind/Sole Proprietor	Yes	Yes	No	11/15/2023	1,680.00
USAP	P40515	104838	833290	Check	1		YOGA BY THERESA	LLC - S Corp	Yes	Yes	No	11/15/2023	396.00
USAP	P40515	104880	833291	Check	1		ZEH TEK INC	S Corporation	Yes	No	No	11/15/2023	104.00
USAP	P40503	104918	833292	Check	1		AIR CASTER SOLUTIONS LLC	LLC - S Corp	Yes	No	No	11/17/2023	455.00
USAP	P40503	104916	833293	Check	1		CHILDREN'S THEATRE	C Corporation	Yes	No	No	11/17/2023	912.00
USAP	P40503	104924	833294	Check	1		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	11/17/2023	145.00
USAP	P40503	104908	833295	Check	1		DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	11/17/2023	743.00
USAP	P40503	104921	833296	Check	1	R1	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	11/17/2023	452.76
USAP	P40503	104920	833297	Check	1	R1	GOODIN CO	C Corporation	Yes	No	No	11/17/2023	208.50
USAP	P40503	104922	833298	Check	1		JOHNSON, NICOLE		Yes	Yes	No	11/17/2023	302.55
USAP	P40503	104925	833299	Check	1	R1	KONICA MINOLTA/LOFFLER	C Corporation	Yes	Yes	No	11/17/2023	2,054.00
USAP	P40503	104909	833300	Check	1		LOEFFLER CONSTRUCTION & CONSULTING	LLC - S Corp	Yes	Yes	No	11/17/2023	5,855.00
USAP	P40503	104926	833301	Check	1	R1	LOFFLER COMPANIES	S Corporation	Yes	No	No	11/17/2023	1,425.00
USAP	P40503	104911	833302	Check	1		MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	Yes	No	11/17/2023	16,705.00
USAP	P40503	104912	833303	Check	1		MENARDS	S Corporation	Yes	Yes	No	11/17/2023	63.63
USAP	P40503	104913	833304	Check	1		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	11/17/2023	80,286.30
USAP	P40503	104923	833305	Check	1	R1	NAC MECHANICAL & ELECTRICAL SERVICES	S Corporation	Yes	Yes	No	11/17/2023	3,483.00
USAP	P40503	104914	833306	Check	1		ORKIN PEST CONTROL INC.	C Corporation	Yes	Yes	No	11/17/2023	387.25
USAP	P40503	104917	833307	Check	1		PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	11/17/2023	477.38
USAP	P40503	104919	833308	Check	1		R M COTTON COMPANY	S Corporation	Yes	Yes	No	11/17/2023	1,338.00
USAP	P40503	104910	833309	Check	1		SCHOOL PERCEPTIONS LLC	LLC - Partnership	Yes	No	No	11/17/2023	11,350.00
USAP	P40503	104915	833310	Check	1		TERRY'S HARDWARE	S Corporation	Yes	Yes	No	11/17/2023	1,338.30
USAP	P40504	104952	833311	Check	1		ACCLAIM SERVICES, INC	C Corporation	Yes	No	No	11/22/2023	1,786.00
USAP	P40504	104961	833312	Check	1		BRIGHTWORKS	Other	Yes	Yes	No	11/22/2023	158.00
USAP	P40504	104960	833313	Check	1		BUILDINGS CONSULTING GROUP INC	S Corporation	Yes	No	No	11/22/2023	7,050.00
USAP	P40504	104958	833314	Check	1		BURNN BOILER & MECHANICAL	S Corporation	Yes	No	No	11/22/2023	331,075.00
USAP	P40504	104954	833315	Check	1		BUSSE, THERAN		Yes	No	No	11/22/2023	32.75
USAP	P40504	104968	833316	Check	1		CLARK, JAMIE		Yes	No	No	11/22/2023	146.90
USAP	P40504	104965	833317	Check	1		CONTINENTAL CLAY COMPANY	C Corporation	Yes	No	No	11/22/2023	380.30
USAP	P40504	104969	833318	Check	1		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	11/22/2023	283.85
USAP	P40504	104953	833319	Check	1		ECCO MIDWEST INC	S Corporation	Yes	No	No	11/22/2023	500.00
USAP	P40504	104970	833320	Check	1		GREAT RIVERS PRINTING	C Corporation	Yes	No	No	11/22/2023	119.00
USAP	P40504	104956	833321	Check	1		HARRIS, BRIGGAN		Yes	No	No	11/22/2023	45.18
USAP	P40504	104955	833322	Check	1		JOHNSON, PAM		Yes	Yes	No	11/22/2023	40.88
USAP	P40504	104957	833323	Check	1		KOVACH, STEVE		Yes	Yes	No	11/22/2023	500.00
USAP	P40504	104959	833324	Check	1		MINNDEPENDENT	C Corporation	Yes	No	No	11/22/2023	65.00
USAP	P40504	104962	833325	Check	1		MINNESOTA SCHOOL BOARDS ASSN.	Other	Yes	Yes	No	11/22/2023	210.00

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USAP	P40504	104963	833326	Check	1 2055	R1	NASCO	C Corporation	Yes	No	No	11/22/2023	357.98
USAP	P40504	104966	833327	Check	1 5445	r2	SUMMIT FIRE PROTECTION	C Corporation	Yes	Yes	No	11/22/2023	280.00
USAP	P40504	104971	833328	Check	1 9831		THE MATH LEARNING CENTER	Other	Yes	No	No	11/22/2023	1,620.00
USAP	P40504	104967	833329	Check	1 7351		TOAY, GRETCHEN	Ind/Sole Proprietor	Yes	No	No	11/22/2023	90.00
USAP	P40504	104964	833330	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	11/22/2023	1,377.44
USAP	P40530	105049	833331	Check	1 11822		AASENG, CURTIS	Ind/Sole Proprietor	Yes	No	No	11/30/2023	214.50
USAP	P40530	104994	833332	Check	1 10604	R1	ACCUTRAIN CORP	C Corporation	Yes	No	No	11/30/2023	286.00
USAP	P40530	105008	833333	Check	1 11278		AFDAHL, GARY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	71.50
USAP	P40530	105105	833334	Check	1 5432		AMERICAN RED CROSS-TRAINING SEF	Other	Yes	No	No	11/30/2023	40.00
USAP	P40530	105019	833335	Check	1 11772		AMY BROWN COUNSELING SERVICES	Ind/Sole Proprietor	Yes	No	No	11/30/2023	2,500.00
USAP	P40530	104990	833336	Check	1 10453		ANDERSON, CAPA		Yes	No	No	11/30/2023	199.41
USAP	P40530	105027	833337	Check	1 11800		ANDERSON, STEVEN	Ind/Sole Proprietor	Yes	No	No	11/30/2023	52.00
USAP	P40530	105110	833338	Check	1 6123		ANOKA-HENNEPIN ISD #11	Other	Yes	No	No	11/30/2023	300.00
USAP	P40530	105109	833339	Check	1 6074		APPLE INC	C Corporation	Yes	No	No	11/30/2023	1,788.00
USAP	P40530	105041	833340	Check	1 11814		AUGE, THERESA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	422.25
USAP	P40530	105034	833341	Check	1 11807		BERG, GLORIA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	94.25
USAP	P40530	105011	833342	Check	1 1138		BERG, LINDA		Yes	No	No	11/30/2023	45.13
USAP	P40530	105013	833343	Check	1 1156		BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	11/30/2023	1,549.71
USAP	P40530	105009	833344	Check	1 11279		BLACKSTAD, MELISSA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	270.00
USAP	P40530	105098	833345	Check	1 3354		BLOOMINGTON KENNEDY HIGH SCHOOL	Other	Yes	No	No	11/30/2023	200.00
USAP	P40530	105108	833346	Check	1 5997	R1	BRAINPOP LLC	LLC - S Corp	Yes	No	No	11/30/2023	794.30
USAP	P40530	105129	833347	Check	1 9805		BRAUN, LOUANN		Yes	No	No	11/30/2023	142.86
USAP	P40530	105074	833348	Check	1 1949	R2	BRIGHTWORKS	Other	Yes	No	No	11/30/2023	300.00
USAP	P40530	105053	833349	Check	1 1183		BURNSVILLE HIGH SCHOOL	Other	Yes	No	No	11/30/2023	720.00
USAP	P40530	105059	833350	Check	1 11839		CADY, PAUL	Ind/Sole Proprietor	Yes	No	No	11/30/2023	3,359.80
USAP	P40530	105061	833351	Check	1 1214		CDW GOVERNMENT	LLC - C Corp	Yes	No	No	11/30/2023	16,000.00
USAP	P40530	105118	833352	Check	1 7295		CENTURYLINK	C Corporation	Yes	No	No	11/30/2023	168.82
USAP	P40530	105120	833353	Check	1 7332		CENTURYLINK	C Corporation	Yes	No	No	11/30/2023	3,678.25
USAP	P40530	105014	833354	Check	1 11560		GESO HR, LLC	LLC - S Corp	Yes	No	No	11/30/2023	3,135.00
USAP	P40530	105060	833355	Check	1 11841		CHAMPA, TAMMY		Yes	No	No	11/30/2023	162.63
USAP	P40530	105056	833356	Check	1 11835		CHAMPLIN PARK HIGH SCHOOL	Other	Yes	No	No	11/30/2023	300.00
USAP	P40530	105003	833357	Check	1 11236		CHORDS AND BOARDS LLC	LLC - S Corp	Yes	No	No	11/30/2023	390.00
USAP	P40530	105032	833358	Check	1 11805		CLARK, AMY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	195.00
USAP	P40530	104997	833359	Check	1 10837		CLASS CREATOR	C Corporation	Yes	No	No	11/30/2023	1,313.60
USAP	P40530	105062	833360	Check	1 1251		COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	No	No	11/30/2023	1,340.10
USAP	P40530	105020	833361	Check	1 11790		CORBIN, TOM	Ind/Sole Proprietor	Yes	No	No	11/30/2023	468.00
USAP	P40530	105048	833362	Check	1 11821		CROKER, DEBBIE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	253.50
USAP	P40530	105063	833363	Check	1 1286		CUB FOODS	LLC - S Corp	Yes	No	No	11/30/2023	82.42
USAP	P40530	105128	833364	Check	1 9747	R1	CULINEX	S Corporation	Yes	No	No	11/30/2023	986.86

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USAP	P40530	105012	833365	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	11/30/2023	234.00
USAP	P40530	105030	833366	Check	1	11803	DAHL, EDWIN	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105099	833367	Check	1	3399	DALCO	S Corporation	Yes	No	No	11/30/2023	1,297.92
USAP	P40530	105077	833368	Check	1	2001	DAVIS, ROSE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	104.00
USAP	P40530	104988	833369	Check	1	10278	DECKER	S Corporation	Yes	No	No	11/30/2023	177.78
USAP	P40530	105126	833370	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	11/30/2023	1.70
USAP	P40530	105015	833371	Check	1	11646	DLR GROUP INC.	S Corporation	Yes	No	No	11/30/2023	12,531.25
USAP	P40530	105064	833372	Check	1	1360	EASTVIEW HIGH SCHOOL	Other	Yes	No	No	11/30/2023	230.00
USAP	P40530	105065	833373	Check	1	1362	EBSCO SUBSCRIPTION SERVICES	C Corporation	Yes	No	No	11/30/2023	483.18
USAP	P40530	105010	833374	Check	1	11338	EHLERS AND ASSOCIATES	S Corporation	Yes	No	No	11/30/2023	3,000.00
USAP	P40530	104989	833375	Check	1	10358	FARMINGTON HIGH SCHOOL	Other	Yes	No	No	11/30/2023	200.00
USAP	P40530	105119	833376	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	11/30/2023	83.71
USAP	P40530	105044	833377	Check	1	11817	FICKER, PATRICIA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105052	833378	Check	1	11825	FLOWER, TERENCE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105102	833379	Check	1	3921	FOLLETT SCHOOL SOLUTIONS INC	C Corporation	Yes	No	No	11/30/2023	107.12
USAP	P40530	105040	833380	Check	1	11813	FRANZEN, DALE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	198.25
USAP	P40530	105130	833381	Check	1	9863	GENUINE PARTS COMPANY	C Corporation	Yes	No	No	11/30/2023	254.24
USAP	P40530	105046	833382	Check	1	11819	GEROLD, ELIZABETH	Ind/Sole Proprietor	Yes	No	No	11/30/2023	52.00
USAP	P40530	104995	833383	Check	1	10674	GESCH, SUSAN	Ind/Sole Proprietor	Yes	No	No	11/30/2023	195.00
USAP	P40530	105124	833384	Check	1	8361	GILES, DANIEL	C Corporation	Yes	No	No	11/30/2023	20.00
USAP	P40530	105103	833385	Check	1	4842	GOODIN CO	C Corporation	Yes	No	No	11/30/2023	48.75
USAP	P40530	105067	833386	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	11/30/2023	4,881.29
USAP	P40530	105006	833387	Check	1	11273	GROSSMAN, KARIN	Ind/Sole Proprietor	Yes	No	No	11/30/2023	52.00
USAP	P40530	105092	833388	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	11/30/2023	23.00
USAP	P40530	105005	833389	Check	1	11272	GRUNDMAN, PEGGY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	52.00
USAP	P40530	105055	833390	Check	1	11833	HALVERSON, PATRICIA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105023	833391	Check	1	11794	HARDER, TWILA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	39.00
USAP	P40530	105125	833392	Check	1	8688	HERITAGE EMBROIDERY	S Corporation	Yes	No	No	11/30/2023	493.00
USAP	P40530	105122	833393	Check	1	7787	HINER, EMILY	C Corporation	Yes	No	No	11/30/2023	130.00
USAP	P40530	105068	833394	Check	1	1591	HOESCHEN, BETTY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	227.50
USAP	P40530	105100	833395	Check	1	3578	HOPKINS HIGH SCHOOL	Other	Yes	No	No	11/30/2023	125.00
USAP	P40530	105071	833396	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	11/30/2023	384.14
USAP	P40530	105051	833397	Check	1	11824	HOUSKER, CONSTANCE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	61.75
USAP	P40530	105101	833398	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	11/30/2023	2,887.50
USAP	P40530	105121	833399	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	11/30/2023	6,099.70
USAP	P40530	105069	833400	Check	1	1660	INSTITUTE FOR ENVIRONMENTAL ASS	S Corporation	Yes	No	No	11/30/2023	696.93
USAP	P40530	105070	833401	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	11/30/2023	5,648.68
USAP	P40530	105021	833402	Check	1	11792	JORENBY, BARBARA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	58.50
USAP	P40530	105094	833403	Check	1	3071	KENNEDY PETTY CASH ACCOUNT	Ind/Sole Proprietor	Yes	No	No	11/30/2023	448.01

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
USAP	P40530	105123	833404	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	11/30/2023	472.00
USAP	P40530	105117	833405	Check	1	7069	KITTELSON MARKETING CO.	S Corporation	Yes	No	No	11/30/2023	3,672.00
USAP	P40530	105114	833406	Check	1	6786	KOEHLER & DRAMM	S Corporation	Yes	No	No	11/30/2023	691.66
USAP	P40530	105104	833407	Check	1	5141	KOST, CYNTHIA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105017	833408	Check	1	11742	LOESCH SHEET METAL AND PIPING SF	S Corporation	Yes	No	No	11/30/2023	8,480.00
USAP	P40530	105031	833409	Check	1	11804	MAHER-ANGERMAN, TARA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	156.00
USAP	P40530	105038	833410	Check	1	11811	MATSCHE, REBECCA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105095	833411	Check	1	3072	MCAULIFFE PETTY CASH ACCOUNT	Ind/Sole Proprietor	Yes	No	No	11/30/2023	443.83
USAP	P40530	105024	833412	Check	1	11797	MCGOON, JEANETTE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105072	833413	Check	1	1930	MCPHILLIPS BROS. ROOFING	C Corporation	Yes	No	No	11/30/2023	959.00
USAP	P40530	105073	833414	Check	1	1942	MENARDS	S Corporation	Yes	No	No	11/30/2023	40.94
USAP	P40530	105075	833415	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	11/30/2023	176,750.25
USAP	P40530	104993	833416	Check	1	10578	MINNESOTA DEPT OF HEALTH	Other	Yes	No	No	11/30/2023	290.00
USAP	P40530	105112	833417	Check	1	6483	MN INTERSCHOLASTIC ACTIVITIES AC	Other	Yes	No	No	11/30/2023	395.00
USAP	P40530	105076	833418	Check	1	1999	MN STATE HIGH SCHOOL LEAGUE	C Corporation	Yes	No	No	11/30/2023	14,467.45
USAP	P40530	105029	833419	Check	1	11802	MOLINE, ANITA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105042	833420	Check	1	11815	MORGHON, BARBARA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	318.75
USAP	P40530	105113	833421	Check	1	6671	MULCAHY CO	S Corporation	Yes	No	No	11/30/2023	1,069.88
USAP	P40530	105025	833422	Check	1	11798	NEHRING, MARY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	255.00
USAP	P40530	105035	833423	Check	1	11808	NEUMILLER-BUSTAD, MARY JANE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	94.25
USAP	P40530	105078	833424	Check	1	2083	NEW WAY HYPNOSIS CLINIC	S Corporation	Yes	No	No	11/30/2023	176.00
USAP	P40530	105096	833425	Check	1	3177	NORCOSTCO	S Corporation	Yes	No	No	11/30/2023	781.15
USAP	P40530	105018	833426	Check	1	11771	NOVA EDUCATION CONSULTANTS	Partnership	Yes	No	No	11/30/2023	5,134.50
USAP	P40530	105022	833427	Check	1	11793	OSENDORF, PAMELA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105111	833428	Check	1	6426	PAPCO	C Corporation	Yes	No	No	11/30/2023	375.00
USAP	P40530	105079	833429	Check	1	2166	PARK COTTAGE GROVE HIGH SCHOOL	Other	Yes	No	No	11/30/2023	400.00
USAP	P40530	105002	833430	Check	1	11219	PAUL H BROOKS PUBLISHING CO	S Corporation	Yes	No	No	11/30/2023	268.50
USAP	P40530	105037	833431	Check	1	11810	PEARSON, RICHARD	Ind/Sole Proprietor	Yes	No	No	11/30/2023	117.00
USAP	P40530	104999	833432	Check	1	11186	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	11/30/2023	1,763.60
USAP	P40530	105000	833433	Check	1	11186	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	11/30/2023	6,864.92
USAP	P40530	105083	833434	Check	1	2477	PHOENIX SCHOOL COUNSELING	LLC - Partnership	Yes	No	No	11/30/2023	3,858.17
USAP	P40530	105058	833435	Check	1	11837	PIERCE, RUTH	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105080	833436	Check	1	2204	PINE HARBOR CHRISTIAN ACADEMY	C Corporation	Yes	No	No	11/30/2023	8,865.21
USAP	P40530	105004	833437	Check	1	11271	PISKOR, CHELSEA	Ind/Sole Proprietor	Yes	No	No	11/30/2023	255.00
USAP	P40530	105054	833438	Check	1	11832	PONCIN, CLARICE	Ind/Sole Proprietor	Yes	No	No	11/30/2023	104.00
USAP	P40530	105028	833439	Check	1	11801	POPP, WALTER	Ind/Sole Proprietor	Yes	No	No	11/30/2023	91.00
USAP	P40530	105081	833440	Check	1	2219	POSTMASTER	Other	Yes	No	No	11/30/2023	310.00
USAP	P40530	105016	833441	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	No	No	11/30/2023	6,928.22
USAP	P40530	105047	833442	Check	1	11820	RACO, KIMBERLY	Ind/Sole Proprietor	Yes	No	No	11/30/2023	262.50

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
USAP	P40530	104992	833443	Check	1	10576	R1	RIVERSIDE INSIGHTS	Yes	No	No	11/30/2023	208.10
USAP	P40530	105045	833444	Check	1	11818		ROTHER, MARY	Yes	No	No	11/30/2023	104.00
USAP	P40530	105066	833445	Check	1	1480		RYAN & GORDYS GLASS INC	Yes	No	No	11/30/2023	1,307.37
USAP	P40530	105036	833446	Check	1	11809		SCHOEPPNER, PEGGY	Yes	No	No	11/30/2023	94.25
USAP	P40530	105091	833447	Check	1	2850	R1	SCHOOL SPECIALTY	Yes	No	No	11/30/2023	635.68
USAP	P40530	105026	833448	Check	1	11799		SCHULTZ, JANET	Yes	No	No	11/30/2023	55.25
USAP	P40530	105093	833449	Check	1	3069		SENIOR HIGH PETTY CASH	Yes	No	No	11/30/2023	717.09
USAP	P40530	105033	833450	Check	1	11806		SMITH, RICHARD	Yes	No	No	11/30/2023	281.25
USAP	P40530	105116	833451	Check	1	6888		SOUTH ST PAUL HIGH SCHOOL	Yes	No	No	11/30/2023	1,000.00
USAP	P40530	104991	833452	Check	1	10538		SPORTSGRAPHICS INC	Yes	No	No	11/30/2023	2,464.00
USAP	P40530	105127	833453	Check	1	9149		SPURGEON, CAROLINE	Yes	No	No	11/30/2023	270.00
USAP	P40530	105082	833454	Check	1	2476		STERNAU & ASSOCIATES	Yes	No	No	11/30/2023	1,530.00
USAP	P40530	105106	833455	Check	1	5445	r2	SUMMIT FIRE PROTECTION	Yes	No	No	11/30/2023	488.00
USAP	P40530	104998	833456	Check	1	10898	R1	SYMMETRY ENERGY SOLUTIONS	Yes	No	No	11/30/2023	4,308.35
USAP	P40530	105084	833457	Check	1	2519		TEAM SPORTING GOODS	Yes	No	No	11/30/2023	1,326.74
USAP	P40530	105050	833458	Check	1	11823		TEETER, JUNE	Yes	No	No	11/30/2023	97.50
USAP	P40530	105039	833459	Check	1	11812		THOMAS, JENNIE	Yes	No	No	11/30/2023	94.25
USAP	P40530	105085	833460	Check	1	2548	R1	T-MOBILE	Yes	No	No	11/30/2023	146.52
USAP	P40530	105057	833461	Check	1	11836		TRAEDEER, ANN	Yes	No	No	11/30/2023	91.00
USAP	P40530	105043	833462	Check	1	11816		TRAEDEER, ROBERT	Yes	No	No	11/30/2023	91.00
USAP	P40530	105086	833463	Check	1	2559		TRIO SUPPLY	Yes	No	No	11/30/2023	952.20
USAP	P40530	105107	833464	Check	1	5557	R1	ULINE SHIPPING SUPPLIES	Yes	No	No	11/30/2023	114.68
USAP	P40530	105097	833465	Check	1	3277		UPPER LAKES FOODS, INC	Yes	No	No	11/30/2023	31,733.80
USAP	P40530	105001	833466	Check	1	11187	R1	VISTAR	Yes	No	No	11/30/2023	1,485.75
USAP	P40530	105090	833467	Check	1	2837		WARD'S SCIENCE	Yes	No	No	11/30/2023	167.38
USAP	P40530	105115	833468	Check	1	6849		WEBER, MERIANNE	Yes	No	No	11/30/2023	110.50
USAP	P40530	105087	833469	Check	1	2641		WESTERN PSYCHOLOGICAL SERVICE: LLC - S Corp	Yes	No	No	11/30/2023	264.00
USAP	P40530	105088	833470	Check	1	2645		WHISTLING WELL FARM	Yes	No	No	11/30/2023	840.00
USAP	P40530	105007	833471	Check	1	11276		WRIGHT, ELIZABETH	Yes	No	No	11/30/2023	149.50
USAP	P40530	104996	833472	Check	1	10684		WRIGHT, MARY	Yes	No	No	11/30/2023	266.25
USAP	P40530	105089	833473	Check	1	2676		WROGE, LOIS	Yes	No	No	11/30/2023	91.00

Bank Total: \$1,776,162.96

Report Total: \$1,776,209.98

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
USPR	P245P1	104776		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	11/07/2023	68,735.76
USPR	P245P1	104777		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	11/07/2023	51,685.67
USPR	P245P1	104778		Wire	1	2016	MN TRA	Other	No	Yes	No	11/07/2023	176,721.52
USPR	P245P1	104779		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	11/07/2023	318,835.14
USPR	P245P1	104780		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	11/07/2023	47,882.49
USPR	P245P2	104935		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	11/21/2023	70,301.71
USPR	P245P2	104936		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	11/21/2023	53,376.93
USPR	P245P2	104937		Wire	1	2016	MN TRA	Other	No	Yes	No	11/21/2023	174,705.14
USPR	P245P2	104938		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	11/21/2023	324,691.90
USPR	P245P2	104939		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	11/21/2023	54,287.44
USPR	P245P3	104981		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	11/28/2023	1,964.31
USPR	P245P3	104982		Wire	1	2016	MN TRA	Other	No	Yes	No	11/28/2023	4,293.18
USPR	P245P3	104983		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	11/28/2023	12,204.17
USPR	P245P3	104984		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	11/28/2023	224.20
USPR	P245P3	104985		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	11/28/2023	3,348.23
USPR	P245P4	105218		Wire	1	2705	EFTPS - TAX PAYMENT		No	No	No	11/30/2023	3.83
USPR	P245P1	104781	105623	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	Yes	No	11/07/2023	16,817.50
USPR	P245P2	104946	105624	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	11/21/2023	16.00
USPR	P245P2	104940	105625	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	No	No	11/21/2023	1,664.72
USPR	P245P2	104949	105626	Check	1	8854	FELHABER LARSON	C Corporation	Yes	No	No	11/21/2023	200.00
USPR	P245P2	104942	105627	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	11/21/2023	17,295.66
USPR	P245P2	104948	105628	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	11/21/2023	82.00
USPR	P245P2	104943	105629	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	11/21/2023	20.00
USPR	P245P2	104944	105630	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	Yes	No	11/21/2023	2,267.00
USPR	P245P2	104945	105631	Check	1	2010	NCPEERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	11/21/2023	48.00
USPR	P245P2	104947	105632	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	11/21/2023	1,138.11
USPR	P245P2	104941	105633	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	Yes	No	11/21/2023	30.00
USPR	P245P3	104986	105634	Check	1	11838	HEASTON, JAMESON		Yes	No	No	11/28/2023	69.26
USPR	p245p2	104987	105635	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	11/30/2023	11,795.41

Bank Total: \$1,414,705.28

Report Total: \$1,414,705.28

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	P405B1	104933	1256	Check	1 5510		ACCELERATED TECHNOLOGIES LLC	Ind/Sole Proprietor	Yes	Yes	No	11/17/2023	677.60
USBP	P405B1	104930	1257	Check	1 1214		CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	11/17/2023	3,950.00
USBP	P405B1	104927	1258	Check	1 10938		DERAU CONSTRUCTION LLC	LLC - S Corp	Yes	Yes	No	11/17/2023	14,780.10
USBP	P405B1	104928	1259	Check	1 11391		LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	11/17/2023	258.90
USBP	P405B1	104931	1260	Check	1 1942		MENARDS	S Corporation	Yes	Yes	No	11/17/2023	1,064.36
USBP	P405B1	104929	1261	Check	1 11602		PRO-TEC DESIGN, INC.	S Corporation	Yes	Yes	No	11/17/2023	41,945.87
USBP	P405B1	104932	1262	Check	1 2663		WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	11/17/2023	2,140.53
Bank Total:												\$64,817.36	
Report Total:												\$64,817.36	

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	P04ASA	104736		Wire	1 11387		AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	11/03/2023	1,071.32
ACTV	P04ASB	104817		Wire	1 9557		BMO HARRIS BANK NA	C Corporation	No	Yes	No	11/10/2023	2,921.10
ACTV	P05AS1	104737	38178	Check	1 9280		UNITED PROMOTIONS	Ind/Sole Proprietor	Yes	Yes	No	11/03/2023	161.88
ACTV	P05AS2	104816	38179	Check	1 7337		GATEWAY MUSIC FESTIVALS & TOURS	S Corporation	Yes	Yes	No	11/10/2023	1,786.00
ACTV	P05AS2	104813	38180	Check	1 1483		GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	11/10/2023	98.00
ACTV	P05AS2	104812	38181	Check	1 11828		JEFFERSON HS CHORUS BOOSTERS	Other	Yes	Yes	No	11/10/2023	300.00
ACTV	P05AS2	104810	38182	Check	1 10731	R1	KCBI	Other	Yes	Yes	No	11/10/2023	700.00
ACTV	P05AS2	104814	38183	Check	1 2099	R1	NORTH HIGH SCHOOL	Other	Yes	No	No	11/10/2023	700.00
ACTV	P05AS2	104811	38184	Check	1 11827		PAPILLION LAVISTA PUBLIC SCHOOLS	Other	Yes	No	No	11/10/2023	500.00
ACTV	P05AS2	104815	38185	Check	1 6755		PURSUIT OF EXCELLENCE	Other	Yes	No	No	11/10/2023	250.00
ACTV	P05AS3	104906	38186	Check	1 11285		BORASH, TRACY		Yes	Yes	No	11/17/2023	302.50
ACTV	P05AS3	104907	38187	Check	1 2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	Yes	No	11/17/2023	216.00
ACTV	P05AS4	104934	38188	Check	1 11176		HASTINGS GOLF CLUB	S Corporation	Yes	No	No	11/21/2023	697.00
Bank Total:												\$9,703.80	
Report Total:												\$9,703.80	

HR PERSONNEL REPORT

Board Meeting Date:

12.20.23

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Freiermuth, Diane	Retirement	Payroll Specialist; 8 Hours / Day District Office	Unaffiliated	November 17, 2023 (Corrected Date)
Metcalfe, Brooke	Resignation	Math Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	December 6, 2023
Pettit, Jessica	Resignation	Admin Support Asst I; 4 Hours / Day District Office	HESA	January 3, 2024
Wittgenstein, Sara	Resignation	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	December 20, 2023

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Bauer, Lori	Cook; 6.25 Hours / Day McAuliffe Elementary	\$20.45 / Hour	Food Service	December 4, 2023
Bourbeau, Tina	Admin Support Asst I; 7.5 Hours / Day Hastings High School	\$18.20 / Hour	HESA	December 5, 2023
Cody, Erin	Ski Advisor; 30 Hours Total Community Education - Tilden	\$34.00 / Hour	N/A	January 9, 2024
Green, Jacquelyn	Sub Custodian; Hours Vary District Wide	\$19.79 / Hour	N/A	December 5, 2023
Livaditis, Fannie	Admin Support Assistant I; 8 Hours / Day District Office	\$18.20 / Hour	HESA	November 27, 2023
McGinnis, Grace	Kids Campus Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	November 20, 2023
Pignato, James	Dishwasher; 3 Hours / Day Hastings High School	\$18.47 / Hour	Food Service	December 4, 2023
Wahlstrom, Aleesha	Paraprofessional; 6.25 Hours / Day Hastings Middle School	\$19.85 / Hour	ED MN - ESP	November 7, 2023

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Hewitt, Sara	Approve	Secondary Integration Specialist; 1.0 FTE District Wide	ED MN - Teachers	December 20, 2023 - January 8, 2024 (Approximate Dates)
Menke, Katie	Approve	Social Studies Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	January 27, 2024 - April 22, 2024 (Approximate Dates)
Gapinski, Taylor	Approve	English Teacher; 1.0 FTE Hastings High School	ED MN - Teachers	January 16, 2024 - March 18, 2024 (Approximate Dates)
Ruder, Bill	Approve	Social Studies Teacher; 1.0 FTE Hastings High School	ED MN - Teachers	December 1, 2023 - January 3, 2024 (Approximate Dates)
Wusterbarth, Kelly	Approve	Speech Pathologist; 1.0 FTE Pinecrest Elementary	ED MN - Teachers	January 22, 2024 - April 15, 2024 (Approximate Dates Corrected)

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
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Seleski, Andrea	Admin Assistant; 8 Hours / Day Classification 8; \$24.21 / Hour District Office	Payroll Specialist; 8 Hours / Day Classification 10; \$28.53 / Hour District Office	Unaffiliated	November 28, 2023
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December 14, 2023



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

Re: Independent School District #200
District-Wide Camera Expansion
Commission No. 232085

Dear Board of Education:

On Tuesday, December 5, 2023, bids were received from four contractors for the District-Wide Camera Expansion project. The scope of the project includes upgrades and the expansion of the existing camera system at all schools throughout the District.

I was a good bid day with three of our four base bids coming in below the established construction budget of \$354,950. Regarding the two Alternates, since acceptance of both, with the low bidder, still leaves us under budget, we are recommending acceptance, as outlined below. The acceptance of the Alternates does not affect the determination of the low bidder. The project's bid tabulation is attached for your review.

After having reviewed the bids, it is the recommendation to award the contract to Vinco, Inc., as follows:

Base Bid:	\$267,325.14
Alternate 1A: Camera Poles at Hastings High School	\$38,427.35
<u>Alternate 1B: Camera Pole at McAuliffe Elementary</u>	<u>\$21,944.43</u>
TOTAL	\$327,696.92

Upon approval from the School Board, we will forward contracts to Vinco, Inc. to allow them to begin the project. Please reach out with questions, but we otherwise look forward to a successful project with Hastings Public Schools.

Sincerely,

Wold Architects and Engineers

Douglas Kahl | AIA
Associate

Enclosure

cc: Jen Seubert, ISD #200
Cam Peterson, ISD #200
Sal Bagley, Wold

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

PLANNERS
ARCHITECTS
ENGINEERS



507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint of a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student *except as provided below*.

III. DEFINITIONS

- A. “Corporal Punishment” means conduct involving:
1. hitting or spanking a person with or without an object; or
 2. unreasonable physical force that causes bodily harm or substantial emotional harm.
- B. “Prone restraint” means placing a child in a face-down position.

IV. PROHIBITIONS

- A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- B. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone *or compressive* restraint *except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.*
- C. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil’s ability to breathe; restricts or impairs a pupil’s ability to communicate distress; places pressure or weight on a pupil’s head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil’s torso. *Except that the restrictions on prone and*

compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.

- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.A+ above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher, ~~or~~ school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment, Prone Restraints, and Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 609 (Criminal Code)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)
Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)
Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)

Cross References: ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD 200 Policy 506 (Student Discipline)

Policy Reviewed: 11.29.2023
Policy Adopted: 11.15.2006
Policy Revised: 06.28.2023



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 is are required independently from the high school graduation requirements requirements by the end of 8th grade)~~
~~Two algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;~~
- C. Six credits of science, including at least: (a) two credits of biology; (b) two credits 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;
- D. 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;
- E. Two credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; ~~and~~
- F. Two credits of health
- G. One credit of physical education or human performance
- H. A minimum of ~~eleven-fourteen~~ elective credits
- I. 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 credits 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~~ HSD 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: 09.11.2023 ~~28.2022~~



214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. APPROPRIATE TRAVEL

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

IV. REIMBURSABLE EXPENSES

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

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

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

Cross References: ISD 200 Policy 212 (School Board Member Development)
ISD 200 Policy 412 (Expense Reimbursement)

Policy Reviewed: ~~02.19.2020~~ 11.29.2023
Policy Adopted: 09.22.2021
Policy Revised: 06.28.2023



503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a) It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the

administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b) In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.

- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) Religious holidays
- (13) Family vacations
- (14) Personal trips to colleges or schools
- (15) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Provisions will be established by the school district to allow reasonable time for make-up work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from cumulated unexcused tardies (three (3) tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to disciplinary consequences as established at each school site.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- h. Religious instruction or commitment

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of unexcused tardiness will be established at each school site.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student must be present for at least 50% of their scheduled school day in order to be eligible to participate on that given day.
~~present for at least one-half day (4 periods) to participate in extracurricular activities.~~
- 4. Students who are in attendance at the start of the school day will not be

allowed to participate in any extra-curricular activities if the student leaves school due to personal illness.

5. If a student is absent from school due to medical reasons (except illness noted above), he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program. Coaches/Advisors will monitor and enforce this procedure.
6. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the overseeing administration. Examples of excused absences: doctor excused, family emergency, death in family, school authorized absences (i.e. field trips, college visits, etc...), religious release and family vacations.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section ~~Minn. Stat. §~~ 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section ~~Minn. Stat. §~~ 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section ~~Minn. Stat. §~~ 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, ~~junior high school,~~ or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section ~~Minn. Stat. §~~ 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to ~~Minnesota Statutes section Minn. Stat. § 120A.22~~ and parents or guardians who fail to meet this obligation may be subject to prosecution under ~~Minnesota Statutes section Minn. Stat. § 120A.34~~;
4. That this notification serves as the notification required by ~~Minnesota Statutes section Minn. Stat. § 120A.34~~;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under ~~Minnesota Statutes section Minn. Stat. Ch. 260~~;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to ~~Minnesota Statutes section Minn. Stat. § 260C.201~~; and
9. That ~~it~~ is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, ~~junior high school~~, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: ~~MSBA/MASA Model~~ **ISD 200** Policy 506 (Student Discipline)

Policy Reviewed: 11.23.2021

Policy Adopted: 11.23.2021

Policy Revised:



**CO-CURRICULAR AND EXTRACURRICULAR ALTERNATIVE TRANSPORTATION
PERMISSION FORM
PARENT/GUARDIAN PERMISSION FOR**

Student Name: _____

As the parent/guardian of the above-named student of Independent School District #200, Hastings (hereinafter "District"). My child is a member or participant in the co-curricular activity and/or extracurricular activity of the District set forth above, which engages in organized activities/practices/games at other off-campus locations.

ACKNOWLEDGMENT AND WAIVER: I understand that the District may provide transportation to co-curricular and/or extracurricular practices, games, and activities of which my child is a participant and for which transportation its employees supervise, control, and arrange. When provided, I understand that my child is expected to ride to and from their activity accordingly. If extenuating circumstances may prevent this, I will follow District protocol with regard to advance, written notice and permission.

I also understand that the District may not provide transportation to co-curricular and extracurricular practices, games or activities for which my child is a participant. In consideration for my child being allowed to use alternative transportation for his/her or our family's convenience or in order to participate in this co-curricular and/or extracurricular activity due to the lack of District transportation, I hereby acknowledge and agree to the following:

I understand that, while District employees will direct students in complying with the permissions provided herein, the District will not participate in arranging such alternative transportation or otherwise supervise or instruct student behavior while using the alternative transportation I have authorized below. Further, I understand that, with respect to the alternative transportation I have authorized herein, the District makes no representations or assurances regarding the safety or condition of any vehicles used, insurance coverage, the driving skill or licensure of any driver, the legalities of passengers riding with any driver, any driver's compliance with relevant traffic or other laws, or the availability of any insurance for the alternative transportation I have authorized. I represent that my child is capable of safely participating in the activities I have permitted. I understand that the District, despite not supervising or controlling the alternative transportation, may unilaterally revoke the permission granted below if it believes that it is in the best interests of the student(s), driver, passenger, or public. I further understand that this waiver and acknowledgment applies to all co-curricular activities and extracurricular activities in which my child chooses to participate, including any circumstance in which my child chooses to participate in activities of the team/activity for which no District-arranged transportation is provided, including practices, meets, matches, games, or other organized activities at other locations, in consideration for being permitted to participate in said activities, or for which I provide or authorize another family member or participant's parent to provide my child with transportation for purposes of our convenience.

I recognize and understand that these activities have inherent risks including the potential loss of personal property and the risk of physical injury or death. Knowing these inherent risks, I am voluntarily assuming such risks and granting permission for my child to participate in the activities identified below.

I, on behalf of myself, the above-named student of the District, and any personal representatives, heirs, executors, administrators, agents, and assigns of myself or the above-named student, hereby voluntarily and forever release, waive, discharge, and covenant not to sue the District, its board members, administrators, employees, agents, representatives, and volunteers ("the Released Parties"), jointly and/or severally, from any kind of liability, including any and all claims, demands, injuries, damages, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage, or death that any undersigned may suffer as a result of participating in the activity identified below, regardless of whether the injury, damage, or death is caused, in whole or in part, by the Released Parties or the Released Parties' negligence, unless the injury, damage, or death arises from the

Released Parties' gross negligence, willful misconduct, or claims that cannot be waived under Minnesota law. I further agree to indemnify, and save and hold harmless the Released Parties, jointly and severally, from any and all claims, causes of action, liabilities, damages, costs, and expenses, including attorney's fees, arising from the above-named student's participation in the activity identified.

TEMPORARY RIDE AUTHORIZATION PROCESS

When District transportation **IS** provided, a student participating in an activity must travel to and from events via District transportation. Exceptions to this practice may be extended as noted below.

1. The parent/guardian must submit requests at least 24-hours in advance, via a written note or email sent directly to the coach. Requests must identify the full name of the adult driver authorized by the temporary notice. The coach must confirm receipt prior to the team departing for the event.
2. The student will be released to the temporarily authorized adult driver by the coach/advisor when: (a) the authorized adult driver makes face-to-face contact with the coach/advisor and student following the event (b) the temporarily authorized adult driver signs the check-out list provided by the coach. **In no circumstances is a high school student considered as an authorized adult driver, regardless of age.**
3. Students will not be left unsupervised at the site if the driver is not present at the time of departure from the event. If the temporarily authorized adult driver has not arrived by the time the team/group is ready to depart, the student will need to return from the event with the rest of the group on District transportation.

I have read, acknowledge and agree to the Acknowledgement and Waiver set forth in this form.

(Signature of Parent/Guardian) (Date)

(Printed Name of Parent/Guardian)



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 ~~direction 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: ~~12.20.202309.22.2021~~

Policy Revised: 06.28.2023



215 ADDRESSING SCHOOL BOARD MEMBER VIOLATIONS ~~Addressing School Board Member Violations~~

I. PURPOSE

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

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 215.1PR Addressing School Board Member Violations Procedure.:

II. GENERAL STATEMENT

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

~~Conversation in a private setting between the offending member and the sSchool bBoard cChair or other individual member; such conversation will be reported to the balance of the bBoard ¶~~

- ~~1. If agreement or understanding is reached, consider the issue resolved. ¶~~
- ~~2. 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 sSchool bBoard in a private closed meeting unless the member requests the meeting is public.~~
- ~~3. 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. ¶~~

- ~~4. 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 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: ~~11.08.2023~~12.08.2021

Revised: 12.08.2021

Adopted: 12.02.2021



215.1PR Addressing School Board Member Violations Procedure (draft)

- I. The board shall address the issue by using the following steps:
1. Conversation in a private setting between the offending member and the sSchool board chair or other individual member; such conversation will be reported to the balance of the bBoard
 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
 4. Public censure 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, by simple majority vote,
 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 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.

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.¶~~
- ~~4. 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: 11.08.2023

District Levy Summary**Subtotals By Levy Category**

Title	Limit	Proposed	Certified
GENERAL - RMV VOTER	7,696,983.67	7,696,983.67	7,696,983.67
GENERAL - RMV OTHER	3,518,492.60	3,518,492.61	3,518,492.60
GENERAL - NTC VOTER	2,000,000.00	0.00	2,000,000.00
GENERAL - NTC OTHER	2,751,323.37	2,751,323.37	2,751,323.37
COMMUNITY SERVICE - NTC OTHER	448,399.97	448,399.97	448,399.97
GENERAL DEBT - NTC VOTER	4,671,617.60	4,671,617.60	4,671,617.60
GENERAL DEBT - NTC OTHER	18.84	18.84	18.84
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00

Subtotals By Fund

Title	Limit	Proposed	Certified
GENERAL FUND	15,966,799.64	13,966,799.65	15,966,799.64
COMMUNITY SERVICES FUND	448,399.97	448,399.97	448,399.97
GENERAL DEBT SERVICE FUND	4,671,636.44	4,671,636.44	4,671,636.44
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00

Subtotals By Tax Base

Title	Limit	Proposed	Certified
REFERENDUM MARKET VALUE	11,215,476.27	11,215,476.28	11,215,476.27
NET TAX CAPACITY	9,871,359.78	7,871,359.78	9,871,359.78

Subtotals By Truth In Taxation Category

Title	Limit	Proposed	Certified
VOTER APPROVED	14,368,601.27	12,368,601.27	14,368,601.27
OTHER	6,718,234.78	6,718,234.79	6,718,234.78

Total Levy

Title	Limit	Proposed	Certified
TOTAL LEVY	21,086,836.05	19,086,836.06	21,086,836.05

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: 12/20/23
Limits Updated: 11/28/23
Certified Submitted: 12/20/23

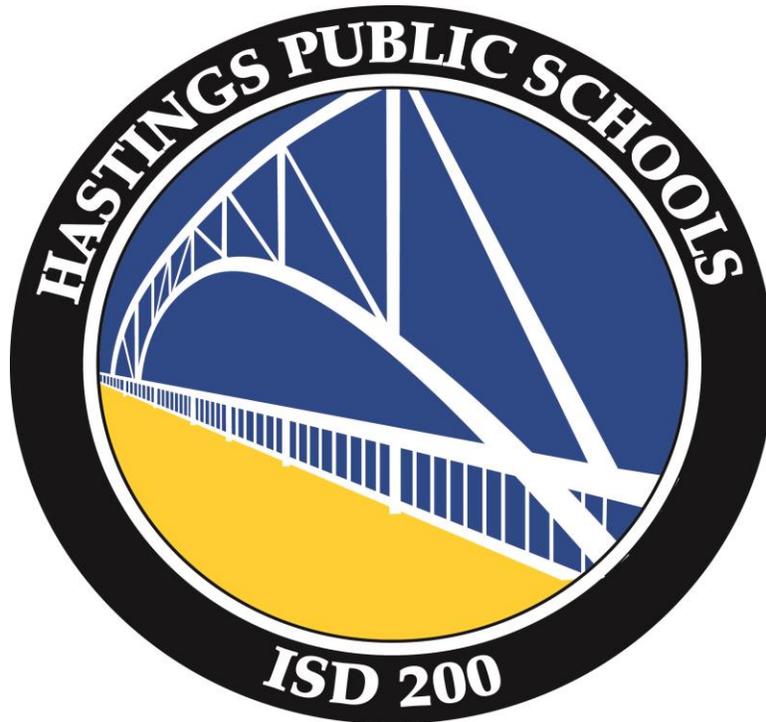
	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER	7,696,983.67	7,696,983.67	7,696,983.67
GENERAL - RMV OTHER	3,518,492.60	3,518,492.61	3,518,492.60
GENERAL - NTC VOTER	2,000,000.00	0.00	2,000,000.00
GENERAL - NTC OTHER	2,751,323.37	2,751,323.37	2,751,323.37
COMMUNITY SERVICE - NTC OTHER	448,399.97	448,399.97	448,399.97
GENERAL DEBT - NTC VOTER	4,671,617.60	4,671,617.60	4,671,617.60
GENERAL DEBT - NTC OTHER	18.84	18.84	18.84
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00
SUBTOTALS BY FUND			
GENERAL FUND	15,966,799.64	13,966,799.65	15,966,799.64
COMMUNITY SERVICES FUND	448,399.97	448,399.97	448,399.97
GENERAL DEBT SERVICE FUND	4,671,636.44	4,671,636.44	4,671,636.44
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	11,215,476.27	11,215,476.28	11,215,476.27
NET TAX CAPACITY	9,871,359.78	7,871,359.78	9,871,359.78
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	14,368,601.27	12,368,601.27	14,368,601.27
OTHER	6,718,234.78	6,718,234.79	6,718,234.78
TOTAL LEVY			
TOTAL LEVY	21,086,836.05	19,086,836.06	21,086,836.05

The school district must submit the completed original of this form to the home county auditor by December 28, 2023. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2024.

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 _____



REVISED BUDGET
2023-2024
December 2023



**INDEPENDENT
SCHOOL
DISTRICT 200**

STRATEGIC PLAN

ONE MISSION. SEVEN CORE VALUES. ALL LEARNERS.



MISSION

Our Core Purpose

We Care
We Empower
We Achieve

Students are the heart of all we do

OUR CORE VALUES

Drivers of Our Words and Actions

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

VISION

What We Intend to Create

Hastings Public Schools is The Choice of Families for:

A **Caring** and Inclusive Culture for All

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

That **Empowers** Students, Families, and Staff

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

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

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

STRATEGIC ANCHORS

Drivers of Our Continuous Improvement

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

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BUDGET TIMELINE HASTINGS ISD 200

January

- ❖ Capital requests for next fiscal year from Principals, Directors, Technology, Maintenance
- ❖ Capital and LTFM project planning for next fiscal year started
- ❖ Technology preliminary budget for next fiscal year
- ❖ Staff Dev/Assessment/Testing preliminary budgets

February

- ❖ Start negotiations on contracts/bids for next year (Transportation Provider, Copiers, Health/Dental/Life/LTD, Student Photographer, Transportation Routing/Oversight, Facility Capital and Maintenance Planning, Environmental Health & Safety Services, School Resource Officer/Traffic Control)
- ❖ Revenue budget for next fiscal year
- ❖ Review current Food Service budget and budget for next fiscal year
- ❖ Finalize Technology budget for next fiscal year
- ❖ Review any changes for Operations & Maintenance budget for next fiscal year
- ❖ Staffing model completed based on enrollment projection and class size ratios

March

- ❖ Community Education budget for next fiscal year
- ❖ Finalize Capital budget for next fiscal year
- ❖ Finalize LTFM budget for next fiscal year
- ❖ Finalize Operations & Maintenance budget for next fiscal year

April

- ❖ Title program budgets for next fiscal year
- ❖ Special Services programs finance budgets for next fiscal year
- ❖ All district wide office budgets for next fiscal year
- ❖ Update 5 Year Forecast
- ❖ Any redistribution of next year's budget \$'s for buildings and athletics to Business Office.
- ❖ Every department should review budgets and make final purchases for current year

May

- ❖ Payroll Calculation for next fiscal year
- ❖ Send invoices to Business Office for payment of final purchases for current year
- ❖ Clean up any outstanding PO's on the system for current year
- ❖ Start OPEB Study (every other year)

June

- ❖ Application and board approval of Aid Anticipation Certificates of Indebtness for next fiscal year
- ❖ Update APU projections according to first MARSS run for current year
- ❖ Adopted budget for next fiscal year approved by the board
- ❖ Submit 10 Year LTFM Plan to MDE

July-September

- ❖ Audit completed
- ❖ Preliminary local property tax levy information for next fiscal year submitted to Mn. Dept. of Ed. and approved by the school board

October

- ❖ Preliminary audit numbers for prior year should be available
- ❖ Revise current year budget based on audit information, other contract updates, and updated APU projections based on Oct. 1 count
- ❖ Update supply budgets based on Oct. 1 enrollment
- ❖ Budget adjustment process for next fiscal year

November-December

- ❖ Auditor presentation to the board
- ❖ Truth in Taxation hearing
- ❖ Board certifies final property tax levy for next fiscal year
- ❖ Revised Budget for current year is approved by the board
- ❖ Budget adjustment process for next fiscal year
- ❖ Budget Publication in official newspaper

Revenue/Expenditure/Fund Balance Changes- Adopted VS Revised Budget 23-24

Revenues General Fund Unassigned	Amount
APU Adp 4,468 to Rev 4,446 (-22), Prior Yr. Final 4,481-Rev (-35)	
PU 4,055 4,044 4,073	(196,585)
All Other Revenues	40,317
Student Support Personnel Aid (District & Intermediate)	93,348
Interest	200,000
ESSER Funds - Offset by Expenditures	331,117
Federal Special Education	(13,593)
State Special Ed Aid (budget \$9,300,000)	500,000
Literacy Incentive Aid moved to Restricted	(216,494)
Fund 11 moved to Restricted	(640,619)
Total Revenue Budget Increase F1-Unassigned	97,490

Expenditures General Fund Unassigned	
Federal Programs (Revenues = Expenditures)	(13,593)
Transportation (Special Education, Special Accommodations, Fuel Clause, UI)	619,904
PSEO Charges from Colleges/Technical Schools	162,145
District Wide Budgets	68,938
Elections	14,400
Legal Fees	75,000
Misc Finance	4,912
Esser Funds - Offset by Expenditures	331,117
Subsequent Years Expenditures (Prior Reserve)	(46,643)
Fund 11 moved to Restricted	(640,619)
Payroll/Benefit Annual Budget Calc (includes the following)	(444,817)
* 1.21 FTE decrease	
* Eligible Salaries coded to Federal Covid Grants	
* New hires updated from estimated to actual	
* All groups are actuals	
Total Expenditure Budget Increase F1-Unassigned	130,744

(33,254)

Fund Balances-Projected Ending Balances General Fund

Change reflects audited 22-23 ending fund balances and adjustments above.

	Net Change	<u>Revised</u>	<u>Adopted</u>
Restricted -Capital, Def Maint, H&S, GT,St Dev, Tchr Eval	510,757	10,840,334	10,329,577
Committed- Pension/ASL, Technology	(364,469)	698,603	1,063,073
Unassigned	611,371	<u>15,375,723</u>	<u>14,764,353</u>
Total Projected Fund Balance Changes F1	757,659	26,914,661	26,157,002

Unassigned	611,371
22-23 Variance to budget	644,625
23-24 Adopted vs Revised Changes	(33,254)

Actual Unassigned Ending Fund Balance 15-16	13,513,739	
Actual Unassigned Ending Fund Balance 16-17	13,021,874	(491,865)
Actual Unassigned Ending Fund Balance 17-18	12,451,549	(570,325)
Actual Unassigned Ending Fund Balance 18-19	13,543,177	1,091,628
Actual Unassigned Ending Fund Balance 19-20	14,195,982	652,805
Actual Unassigned Ending Fund Balance 20-21	15,004,570	808,588
Actual Unassigned Ending Fund Balance 21-22	14,155,694	(848,876)
Actual Unassigned Ending Fund Balance 22-23	15,455,621	1,299,927

Hastings ISD # 200 2023-2024 Revised

		Audited				
		<u>Balance 6/30/23</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>	<u>Balance 6/30/24</u>
1/10/11/12	GENERAL FUND					
403	Staff Development	318,151.38	634,680.98	952,832.36	(318,151.38)	0.00
412	Literacy Incentive Aid	-	216,494.04	0.00	216,494.04	216,494.04
467	LTFM (old def maint and H&S)	6,179,152.73	1,756,749.82	3,100,000.00	(1,343,250.18)	4,835,902.55
424	Operating Capital	4,933,491.46	1,135,452.80	2,283,837.09	(1,148,384.29)	3,785,107.17
424-287	Lease Levy Capital	(57,229.75)	255,506.68	255,506.68	0.00	(57,229.75)
428	Learning & Development	0.00	854,608.30	854,608.30	0.00	0.00
434	Area Learning Center	0.00	375,000.00	375,000.00	0.00	0.00
438	Gifted & Talented	95,082.51	57,795.92	58,576.62	(780.70)	94,301.81
439	English Learners	0.00	65,225.22	65,225.22	0.00	0.00
441/459	Basic Skills	0.00	1,399,448.83	752,933.68	646,515.15	646,515.15
441-620	Basic Skills-ECSE	0.00	40,565.56	27,238.00	13,327.56	13,327.56
441-630	Basic Skills-Staars	2,101.59	8,503.65	100.00	8,403.65	10,505.24
443	School Library Aid	0.00	71,979.48	71,979.48	0.00	0.00
449	Safe Schools-Crime Levy	0.00	155,371.23	155,371.23	0.00	0.00
448	Achievement & Integration	0.00	288,677.11	288,677.11	0.00	0.00
472	MA/3rd Party	187,593.57	225,000.00	170,273.00	54,727.00	242,320.57
401	Student Activities (Fund 10 - tied to fund 1)	140,120.38	250,000.00	250,000.00	0.00	140,120.38
464	Donations & Grants (Fund 11 - tied to fund 1)	649,933.27	640,619.00	640,619.00	0.00	649,933.27
402	Scholarships (Fund 12 - tied to fund 1)	263,035.97	120,000.00	120,000.00	0.00	263,035.97
	RESTRICTED	12,711,433.11	8,551,678.62	10,422,777.77	(1,871,099.15)	10,840,333.96
418	Pension and ASL (trnsf from 422)	81,143.99	134,665.00	88,390.04	46,274.96	127,418.95
461-392	Technology (trnsf from 422) <small>e-rate, no expenses until bond \$ are spent</small>	934,543.50	0.00	363,359.00	(363,359.00)	571,184.50
	COMMITTED	1,015,687.49	134,665.00	451,749.04	(317,084.04)	698,603.45
462-001	Subsequent Year's Expenditures	46,643.18	0.00	46,643.18	(46,643.18)	0.00
	ASSIGNED	46,643.18	0.00	46,643.18	(46,643.18)	0.00
397,891 CO	GASB 68 TRA/State contribution	0.00	180,000.00	180,000.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,421,663.48	1,421,663.48	0.00	0.00
	Esser R=E	0.00	1,759,802.32	1,759,802.32	0.00	0.00
	Technology/Pension, ASL	0.00	(134,665.00)	0.00	(134,665.00)	(134,665.00)
	English Learners	0.00	0.00	268,763.78	(268,763.78)	(268,763.78)
	Basic Skills (JE Year end)	0.00	0.00	0.00	0.00	0.00
	Area Learning Center	0.00	0.00	181,511.00	(181,511.00)	(181,511.00)
	Safe Schools/Crime Levy	0.00	0.00	183,320.06	(183,320.06)	(183,320.06)
	Student Support Personnel	0.00	93,347.92	93,347.92	0.00	0.00
	Spec. Ed. State/Misc	0.00	9,330,000.00	10,305,250.00	(975,250.00)	(975,250.00)
	Transportation	0.00	2,058,747.17	5,240,171.15	(3,181,423.98)	(3,181,423.98)
	<small>(does not include extra curr. budgeted at sites)</small>					
	Unassigned	15,455,620.53	42,123,547.56	37,278,510.80	4,845,036.76	20,300,657.29
	<small>Fund 1 includes pmt to OPEB Trust (\$644,644) 22-23 & 23-24</small>					
422	UNASSIGNED	15,455,620.53	56,832,443.45	56,912,340.51	(79,897.06)	15,375,723.47
1/10/11/12	TOTAL GENERAL FUND	29,229,384.31	65,518,787.07	67,833,510.50	(2,314,723.43)	26,914,660.88
			65,518,787.07	67,833,510.50	(46,643.18)	
			0.00	0.00		
					33,253.88	

22-23 Rev
(SpEd Aid-9,300,000)

Hastings ISD # 200	2023-2024 Revised
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Audited						
		Balance 6/30/23	Revenues	Expenditures	Net Budget	Balance 6/30/24

2	FOOD SERVICE FUND					
464-418	Pension and ASL (trnsf from 464)	33,501.76	7,849	6,954	895	34,396.70
			includes \$70 interest			
464	Food Service Program	988,884.56	3,395,999	3,689,811	(293,812)	695,072.36
	Includes pmt to OPEB Trust (\$20,933) 22-23 & 23-24					
	RESTRICTED	1,022,386.32	3,403,848	3,696,765	(292,917)	729,469.06
	TOTAL FOOD SERVICE FUND	1,022,386.32	3,403,848	3,696,765	(292,917)	729,469.06

4	COMMUNITY SERVICE FUND					
431	Community Education General	252,088.55	1,677,893	1,700,575	(22,682)	229,406.33
432	ECFE	75,310.20	287,513	348,281	(60,768)	14,542.64
444	School Readiness	22,669.35	605,386	656,401	(51,014)	(28,345.05)
447	ABE	0.00	13,042	13,042	0	0.00
464-418	Pension and ASL (trnsf from trust 18 & above GL)	13,477.40	25,080	0	25,080	38,557.40
464-599	Screening	0.00	9,033	29,211	(20,178)	(20,177.74)
464	Non Public	24,629.29	101,839	101,840	(1)	24,628.39
	RESTRICTED	388,174.79	2,719,786	2,849,349	(129,563)	258,611.97
	TOTAL COMMUNITY SERVICE FUND	388,174.79	2,719,786	2,849,349	(129,563)	258,611.97

6	BUILDING CONSTRUCTION FUND					
464	Building Construction	4,869,085.05	140,000	5,009,085	(4,869,085)	0.00
	RESTRICTED	4,869,085.05	140,000	5,009,085	(4,869,085)	0.00
	TOTAL BLDG CONSTRUCTION FUND	4,869,085.05	140,000	5,009,085	(4,869,085)	0.00

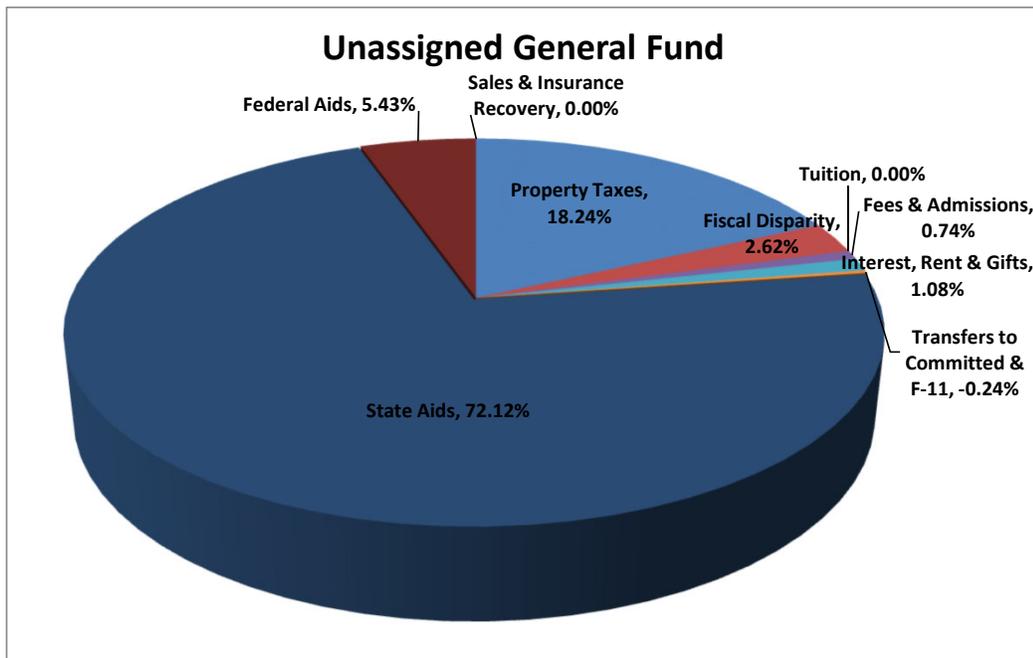
7	DEBT SERVICE FUND					
451	QSCB Sinking Fund (GL JE)	14,026,812.14	648,518	(812,000)	1,460,518	15,487,329.66
464	Debt Service	1,075,303.58	4,586,868	4,683,750	(96,882)	978,421.58
	RESTRICTED	15,102,115.72	5,235,386	3,871,750	1,363,636	16,465,751.24
	TOTAL DEBT SERVICE FUND	15,102,115.72	5,235,386	3,871,750	1,363,636	16,465,751.24

TRUST FUNDS						
18	CE Pension and ASL	61,611.35	800	0	800	62,411.35
20	Dental Self-Funded	1,194,890.07	760,257.00	641,093.00	119,164	1,314,054.07
21	Health Self-Funded	4,409,083.27	9,357,552.00	10,216,968.13	(859,416)	3,549,667.14
45---000	IRR-OPEB- PERA	5,931,462.24	959,829	596,085	363,744	6,295,206.14
	TOTAL TRUST FUNDS	11,597,046.93	11,078,438	11,454,146	(375,708)	11,221,338.70

TOTAL ALL FUNDS		62,208,193	88,096,245	94,714,606	(6,618,361)	55,589,832
			<u>88,096,245.00</u>	<u>94,714,606.27</u>		
			0	0		

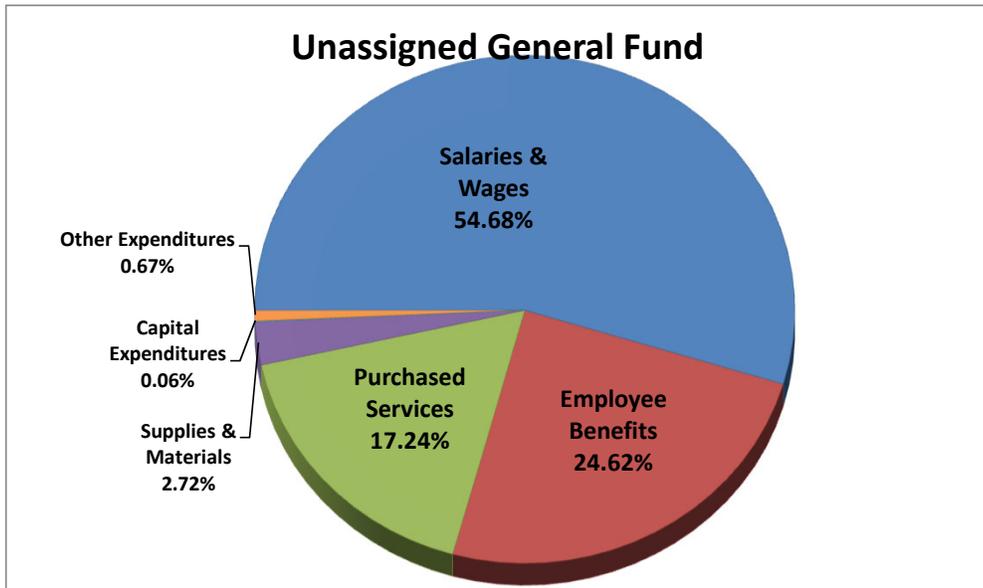
HASTINGS ISD # 200 REVENUES BY SOURCE

General Fund (1)		Final	Final	Adopted	Revised
		21-22	22-23	23-24	23-24
Restricted					
001-020	Property Taxes	2,523,402	2,296,877	2,276,494	2,428,932
050-069	Fees/Admissions	102,000	102,000	102,000	102,000
070-079	3rd Party Medical Asst.	190,949	225,000	225,000	225,000
090-099	Interest, Rent & Gifts	30,000	30,000	30,000	30,000
200-399	State Aids	1,768,972	1,716,487	1,770,554	4,755,127
600-630	Sales & Insurance Recovery	0	0	0	0
		4,615,324	4,370,363	4,404,048	7,541,060
Committed					
090-099	Interest	5,000	5,000	5,000	0
090-099	E-Rate	0	0	0	0
090-099	Transfer from Unassigned	146,211	134,665	134,665	134,665
		151,211	139,665	139,665	134,665
Unassigned					
001-020	Property Taxes	8,516,158	8,412,247	10,522,235	10,366,864
001-020	Fiscal Disparity	1,656,173	1,655,194	1,490,284	1,490,284
021-049	Tuition	96,000	96,000	0	0
050-069	Fees & Admissions	372,629	422,629	422,629	422,629
090-099	Interest, Rent & Gifts	400,018	420,018	409,018	613,280
090-099	Transfers to Committed & F-11	(151,103)	(136,284)	(136,284)	(136,284)
200-399	State Aids	38,927,570	39,198,195	43,383,121	40,989,785
400-599	Federal Aids	3,045,014	3,828,909	2,768,362	3,085,886
600-630	Sales & Insurance Recovery	0	0	0	0
		52,862,459	53,896,908	58,859,366	56,832,443
Student Activities Fund (10)					
050-069	Fees/Admissions	206,000	131,000	131,000	131,000
090-099	Interest/Rent/Gifts/Grant	22,500	22,500	22,500	22,500
600-630	Sales	121,500	96,500	96,500	96,500
		350,000	250,000	250,000	250,000
Deferred Accounts-Donations/Misc (11)					
050-069	Fees/Admissions	125,000	125,000	125,000	125,000
090-099	Deferred Donations	0	0	0	0
090-099	Transfer from Unassigned	4,892	1,619	1,619	1,619
090-099	Interest/Rent/Gifts/Grant	384,000	384,000	384,000	384,000
600-630	Sales	130,000	130,000	130,000	130,000
		643,892	640,619	640,619	640,619
Scholarships Fund (12)					
090-099	Interest/Rent/Gifts/Grant	95,000	120,000	120,000	120,000
600-630	Sales	0	0	0	0
		95,000	120,000	120,000	120,000
General Fund (01/10/11/12) Total		58,717,885	59,417,555	64,413,698	65,518,787



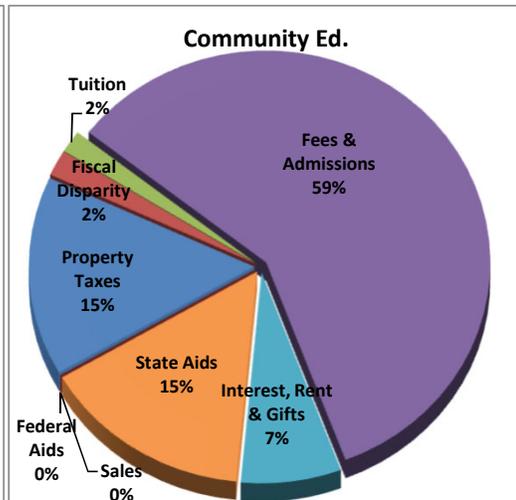
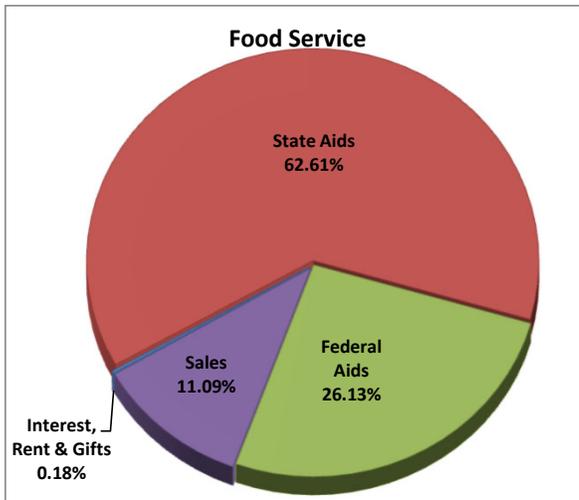
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

<u>General Fund (1)</u>	<u>Final</u>	<u>Final</u>	<u>Adopted</u>	<u>Revised</u>
	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>	<u>23-24</u>
Restricted				
100-199 Salaries & Wages	807,115	1,242,061	1,090,872	2,361,889
200-299 Employee Benefits	337,414	479,157	419,275	752,412
300-399 Purchased Services	903,486	672,950	1,049,417	1,210,153
400-499 Supplies & Materials	622,142	573,220	564,112	601,947
500-599 Capital Expenditures	3,105,558	2,221,547	1,522,359	4,485,458
800-899 Other Expenditures	0	0	0	300
	<u>5,775,715</u>	<u>5,188,935</u>	<u>4,646,036</u>	<u>9,412,159</u>
Committed				
100-199 Salaries & Wages	1,415	6,479	0	0
200-299 Employee Benefits	262,008	232,749	58,443	88,390
300-399 Purchased Services	0	0	0	0
400-499 Supplies & Materials	0	0	0	322,400
500-599 Capital Expenditures	0	0	0	40,959
	<u>263,422</u>	<u>239,228</u>	<u>58,443</u>	<u>451,749</u>
Unassigned				
100-199 Salaries & Wages	30,522,372	30,490,860	32,544,482	31,146,428
200-299 Employee Benefits	13,850,275	13,282,973	14,876,130	14,025,516
300-399 Purchased Services	7,359,100	8,456,713	9,228,300	9,818,791
400-499 Supplies & Materials	1,382,977	1,456,696	1,506,597	1,551,758
500-599 Capital Expenditures	62,883	166,145	38,283	32,918
800-899 Other Expenditures	372,405	413,797	384,581	383,573
	<u>53,550,012</u>	<u>54,267,184</u>	<u>58,578,373</u>	<u>56,958,984</u>
Student Activities Fund (10)				
300-399 Purchased Services	136,500	86,500	86,500	86,500
400-599 Supplies & Capital	208,500	158,500	158,500	158,500
800-899 Other Expenditures	5,000	5,000	5,000	5,000
	<u>350,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Deferred Accounts-Donations/Misc (11)				
100-199 Salaries & Wages	76,182	73,349	73,349	73,349
200-299 Employee Benefits	11,704	11,265	11,265	11,265
300-399 Purchased Services	170,005	170,005	170,005	170,005
400-499 Supplies & Materials	361,000	361,000	361,000	361,000
500-599 Capital Expenditures	25,000	25,000	25,000	25,000
800-899 Other Expenditures	0	0	0	0
	<u>643,892</u>	<u>640,619</u>	<u>640,619</u>	<u>640,619</u>
Scholarships Fund (12)				
800-899 Other Expenditures	95,000	120,000	120,000	120,000
	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
General Fund (01/10/11/12) Total	60,678,041	60,705,966	64,293,470	67,833,511



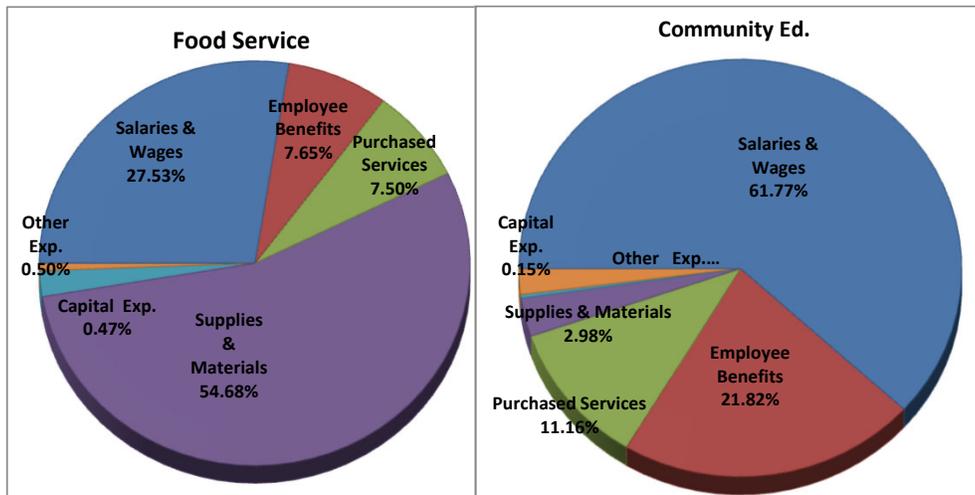
HASTINGS ISD # 200 REVENUES BY SOURCE

	Final <u>21-22</u>	Final <u>22-23</u>	Adopted <u>23-24</u>	Revised <u>23-24</u>
<u>Food Service (2)</u>				
090-099 Interest, Rent & Gifts	6,030	6,070	6,070	6,070
200-399 State Aids	64,667	125,471	2,187,854	2,131,118
400-599 Federal Aids	2,373,398	1,266,884	915,594	889,260
600-630 Sales	<u>205,472</u>	<u>1,381,343</u>	<u>377,400</u>	<u>377,400</u>
Food Service Fund (2) Total	2,649,567	2,779,768	3,486,918	3,403,848
<u>Community Service Fund (4)</u>				
001-020 Property Taxes	397,743	401,265	413,154	413,154
001-020 Fiscal Disparity	60,055	61,748	53,714	53,714
021-049 Tuition	46,249	46,249	46,249	46,249
050-069 Fees & Admissions	1,135,482	1,146,454	1,437,050	1,597,378
090-099 Interest, Rent & Gifts	178,089	179,143	185,820	196,320
200-399 State Aids	392,866	380,960	395,947	412,971
400-599 Federal Aids	0	0	0	0
600-630 Sales	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Community Service Fund (4) Total	2,210,484	2,215,819	2,531,935	2,719,786
<u>Building Construction Fund (6)</u>				
090-099 Interest/Misc Rev	45,228	90,000	90,000	140,000
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building Construction Fund (6) Total	45,228	90,000	90,000	140,000
<u>Debt Service Fund (7)</u>				
001-020 Property Taxes	3,578,294	3,833,623	3,784,279	3,784,279
001-020 Fiscal Disparity	587,799	618,965	516,495	516,495
090-099 Interest/Misc Rev	496,312	440,321	440,321	648,518
200-399 State Aids/Credits	418,614	293,131	151,660	286,094
400-599 Federal Aids	0	0	0	0
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service Fund (7) Total	5,081,019	5,186,040	4,892,755	5,235,386
<u>Trust Fund (18)</u>				
090-099 Interest/Scholarship Receipts	2,500	900	900	800
600-630 Sales	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	2,500	900	900	800
<u>Self-Funded Insurance (20-21)</u>				
080-099 Interest/Premiums/Prescription Rebates	<u>9,542,926</u>	<u>9,100,063</u>	<u>10,037,120</u>	<u>10,117,809</u>
Self-Funded Insurance (20-21) Total	9,542,926	9,100,063	10,037,120	10,117,809
<u>OPEB Irrevocable Trust Fund (45)</u>				
092 Interest	10,000	10,000	120,000	250,000
614 Contribution for Post Employment Benefit	<u>1,133,311</u>	<u>709,829</u>	<u>709,829</u>	<u>709,829</u>
OPEB Irrevocable Trust Fund (45) Total	1,143,311	719,829	829,829	959,829
TOTAL ALL FUNDS	79,392,920	79,509,974	86,283,154	88,096,245



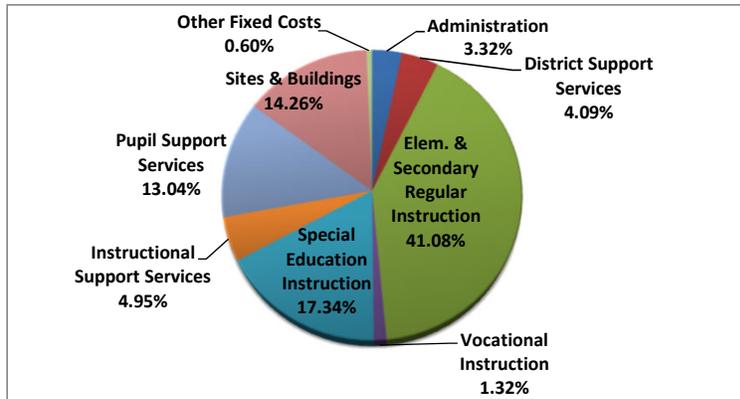
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

	<u>Final</u> <u>21-22</u>	<u>Final</u> <u>22-23</u>	<u>Adopted</u> <u>23-24</u>	<u>Revised</u> <u>23-24</u>
<u>Food Service (2)</u>				
100-199 Salaries & Wages	862,568	876,167	895,291	1,017,577
200-299 Employee Benefits	288,901	302,761	307,514	282,778
300-399 Purchased Services	107,765	139,650	176,700	277,100
400-499 Supplies & Materials	1,336,224	1,559,394	1,879,184	2,021,310
500-599 Capital Expenditures	40,000	175,000	181,000	76,000
800-899 Other Expenditures	<u>8,210</u>	<u>67,000</u>	<u>14,000</u>	<u>22,000</u>
Food Service Fund (2) Total	2,643,668	3,119,971	3,453,689	3,696,765
<u>Community Service Fund (4)</u>				
100-199 Salaries & Wages	1,525,767	1,503,625	1,802,389	1,760,083
200-299 Employee Benefits	583,843	539,465	625,865	621,819
300-399 Purchased Services	188,042	165,787	201,882	318,075
400-499 Supplies & Materials	73,730	79,561	79,836	84,925
500-599 Capital Expenditures	1,201	4,201	11,001	8,001
800-899 Other Expenditures	<u>43,324</u>	<u>44,994</u>	<u>48,344</u>	<u>56,446</u>
Community Service Fund (4) Total	2,415,907	2,337,632	2,769,317	2,849,349
<u>Building Construction Fund (6)</u>				
300-399 Purchased Services	726,332	250,000	100,000	200,000
400-499 Supplies & Materials	300,000	465,000	800,000	610,000
500-599 Capital Expenditures	7,437,842	9,351,685	3,800,000	4,199,085
790 Other Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building Construction Fund (6) Total	8,464,174	10,066,685	4,700,000	5,009,085
<u>Debt Service Fund (7)</u>				
500-599 Capital Expenditures	0	0	0	0
700-799 Debt Service	3,871,863	3,873,090	3,871,750	3,871,750
900-999 Other Financing Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service Fund (7) Total	3,871,863	3,873,090	3,871,750	3,871,750
<u>Trust Fund (18)</u>				
300-399 Purchased Services	0	0	0	0
400-499 CE Retirement Payments	11,185	8,483	0	0
800-899 Scholarship Payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	11,185	8,483	0	0
<u>Self-Funded Insurance Fund (20&21)</u>				
300-499 Purchased Services/Supplies	<u>9,980,173</u>	<u>9,334,862</u>	<u>10,178,912</u>	<u>10,858,061</u>
Self-Funded Insurance Fund (20&21) Total	9,980,173	9,334,862	10,178,912	10,858,061
<u>OPEB Irrevocable Trust Fund (45)</u>				
200-299 Employee Benefits	<u>241,268</u>	<u>482,845</u>	<u>570,232</u>	<u>596,085</u>
OPEB Irrevocable Trust Fund (45) Total	241,268	482,845	570,232	596,085
TOTAL ALL FUNDS	88,306,278	89,929,535	89,837,370	94,714,606



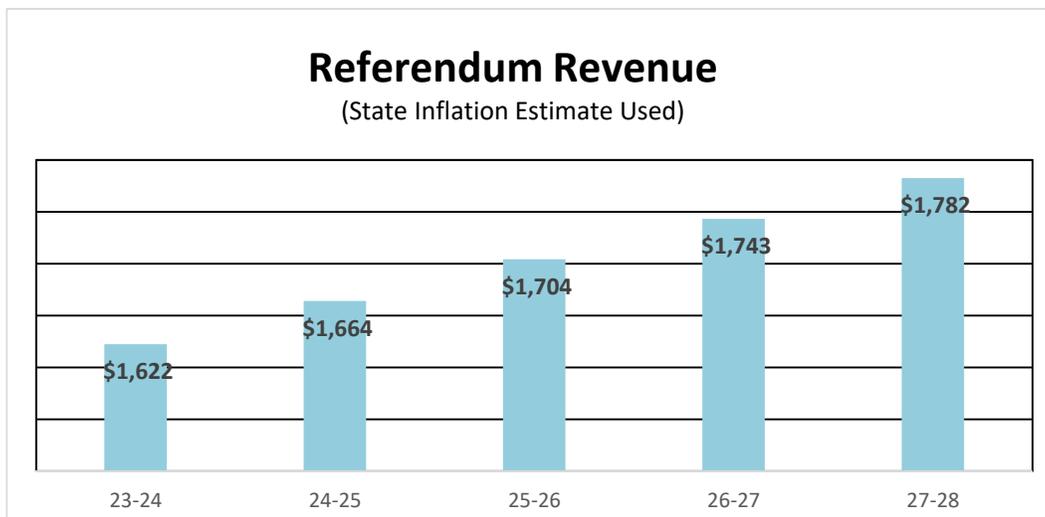
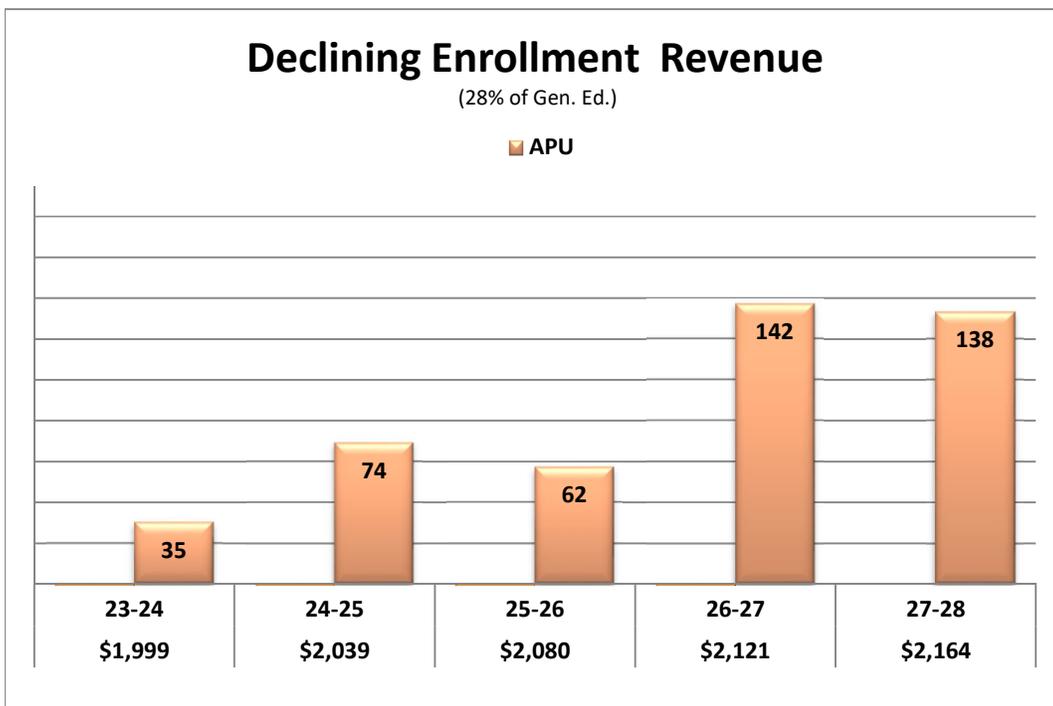
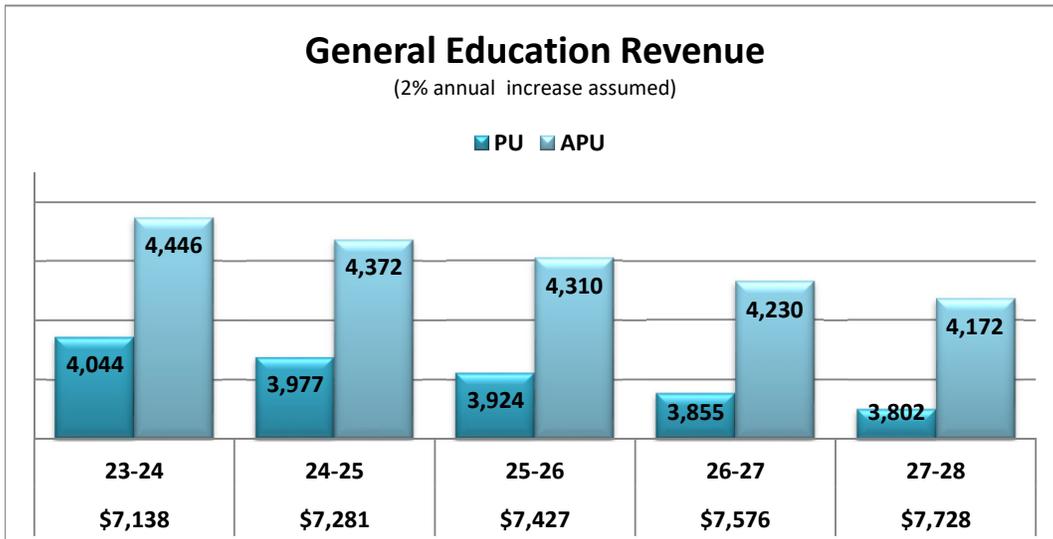
HASTINGS ISD # 200 EXPENDITURES BY PROGRAM

	<u>Final</u> <u>21-22</u>	<u>Final</u> <u>22-23</u>	<u>Adopted</u> <u>23-24</u>	<u>Revised</u> <u>23-24</u>
General Fund (1)				
000-999 Administration	2,160,632	2,055,174	2,231,006	2,216,172
100-199 District Support Services	2,362,798	2,425,244	2,600,711	2,736,213
200-299 Elem. & Secondary Regular Instruction	26,713,413	26,342,856	27,767,670	27,448,342
300-399 Vocational Instruction	563,886	941,261	901,018	880,525
400-499 Special Education Instruction	10,722,426	10,960,881	11,573,633	11,589,728
600-699 Instructional Support Services	2,936,637	2,938,601	2,680,016	3,310,916
700-799 Pupil Support Services	6,468,632	6,989,559	8,093,898	8,712,501
800-899 Sites & Buildings	7,376,421	6,716,450	7,033,274	9,526,870
900-999 Other Fixed Costs	<u>284,304</u>	<u>325,322</u>	<u>401,625</u>	<u>401,625</u>
General Fund (1) Total	59,589,149	59,695,347	63,282,851	66,822,892
Student Activities Fund (10)				
200-299 Elem. & Secondary Regular Instruction	<u>350,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Student Activities Fund (10) Total	350,000	250,000	250,000	250,000
Donations Fund (11)				
100-199 District Support Services	0	0	0	0
200-299 Elem. & Secondary Regular Instruction	643,892	640,619	640,619	640,619
300-399 Vocational Instruction	0	0	0	0
400-499 Special Education Instruction	0	0	0	0
600-699 Instructional Support Services	0	0	0	0
700-799 Pupil Support Services	0	0	0	0
800-899 Sites & Buildings	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Donations Fund (11) Total	643,892	640,619	640,619	640,619
Scholarships Fund (12)				
960 Other Non-Recurring	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
Scholarships Fund (12) Total	95,000	120,000	120,000	120,000
Food Service Fund (2)				
700-799 Pupil Support Services	<u>2,643,668</u>	<u>3,119,971</u>	<u>3,453,689</u>	<u>3,696,765</u>
Food Service Fund (2) Total	2,643,668	3,119,971	3,453,689	3,696,765
Community Service Fund (4)				
500-599 Community Education & Services	2,367,280	2,292,957	2,724,642	2,793,410
700-799 Pupil Support Services	<u>48,627</u>	<u>44,675</u>	<u>44,675</u>	<u>55,939</u>
Community Service Fund (4) Total	2,415,907	2,337,632	2,769,317	2,849,349
Building Construction Fund (6)				
800-899 Sites & Buildings	<u>8,464,174</u>	<u>10,066,685</u>	<u>4,700,000</u>	<u>5,009,085</u>
Building Construction Fund (6) Total	8,464,174	10,066,685	4,700,000	5,009,085
Debt Service Fund (7)				
900-999 Other Fixed Costs	<u>3,871,863</u>	<u>3,873,090</u>	<u>3,871,750</u>	<u>3,871,750</u>
Building Construction Fund (6) Total	3,871,863	3,873,090	3,871,750	3,871,750
Trust Fund (18)				
960 Other Non-Recurring	<u>11,185</u>	<u>8,483</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	11,185	8,483	0	0
Self-Funded Insurance (20 & 21)				
105 District Support Services	<u>9,980,173</u>	<u>9,334,862</u>	<u>10,178,912</u>	<u>10,858,061</u>
Self-Funded Insurance (20 & 21) Total	9,980,173	9,334,862	10,178,912	10,858,061
OPEB Irrevocable Trust Fund (45)				
935 Post Employment Benefits	<u>241,268</u>	<u>482,845</u>	<u>570,232</u>	<u>596,085</u>
Trust Fund (45) Total	241,268	482,845	570,232	596,085
TOTAL ALL FUNDS	88,306,278	89,929,535	89,837,370	94,714,606



	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>22-23</u>	<u>23-24</u>	
Staffing Summary							
(includes overload)							
Kennedy	25.53	25.53	25.53	24.03	24.53	25.69	
McAuliffe	26.54	30.54	26.54	25.29	26.54	26.7	
Pinecrest	25.53	26.53	24.53	23.28	23.53	23.2	
Total Elementary	77.60	82.60	76.60	72.60	74.60	75.59	0.9909
Middle School	63.9	64.3	62.3	60	60.2	61.7	1.5000
High School	73.169	71.735	66.101	64.414	65.214	65.994	0.7800
Special Education	63.596	64.7	63.9	65.3	65.3	71.8	6.5000
Special Ed ADSIS Grant	4	4	4	4	4	4	0.0000
ALC-HS	2.8	3	3	3	3	3.2	0.2000
ESL	2.2	2.5	3	3	3	3	0.0000
Title/Gifted/Gen Fund	2	2	2	2	2	2	0.0000
Teacher Spec Assign.	3	3	3	11.2	11	12	1.0000
Community Education	4.95	4.95	4.44	4.44	4.17	5.7	1.5300
Grand Total FTE's	297.2150	302.7850	288.3410	289.9540	292.4840	304.9849	12.5009
	5.8599	5.5700	-14.4440	1.6130	2.5300	12.5009	

PROJECTED PUPIL UNITS



HASTINGS Public School District

Historical Adjusted Average Daily Membership (ADM)

Grade	Actual 19-20	Actual 20-21	Actual 21-22	Actual 22-23	Budget 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
EC	40	37	44	48	49	46	45	44	44
PKG	0	0	0	0	0	0	0	0	0
Kgt Hdp	35	40	40	47	54	55	53	53	52
KDG	253	228	224	226	206	208	202	201	199
1	273	282	276	269	285	267	270	262	261
2	313	269	282	283	278	290	273	275	268
3	314	305	268	278	290	278	291	273	275
4	296	296	304	273	278	290	278	291	273
5	321	291	296	306	286	283	295	283	296
6	352	319	286	299	312	288	285	297	285
7	324	356	321	287	294	311	286	284	296
8	348	317	352	327	294	297	314	289	287
9	353	399	383	402	373	339	342	362	334
10	394	316	374	358	371	345	314	317	336
11	361	370	306	362	333	353	328	298	302
12	339	359	379	309	344	329	348	324	295
	4,315	4,185	4,133	4,073	4,044	3,977	3,924	3,855	3,802
Projected	4,739	4,609	4,556	4,481	4,446	4,372	4,310	4,230	4,172

ISD #200 CAPITAL 2023-2024 REVISED

EQUIPMENT/BOOKS PLAN

Fixed Costs

	Network Adm & Lead Computer Tech		
01-005-xxx-302-xxx-000	Salary/Benefits	127,927	
01-005-850-302-896-000	Txs/Assessments	0	
01-005-110-302-316-000	Region V	9,898	
01-005-107-302-560-000	2 Copiers Copy Center-Loffler Lease	41,873	thru 6/2028
01-005-720-302-401-000	Menstrual & Opiate Antagonists	8,892	
	Total Fixed		188,590

Other Costs

01-005-203/211-302-460-341	Text Books-Initial	380,000
01-005-203/211-302-xxx-342	Text Books-Reoccurring	105,000

Site Allocations

01-005-810-302-529/530-035	Maintenance	10,000	
01-129-211-302-460/520/530-026	High School	50,000	
01-130-211-302-460/520/530-027	Middle School	35,000	
01-609-203-302-460/520-530-028	Kennedy	10,000	
01-610-203-302-460/520-530-029	Pinecrest	10,000	
01-612-203-302-460/520-530-030	McAuliffe	10,000	
01-100-420-302-305/530/555-031	Spec Services	2,000	
01-136-211-302-305/530/555-032	ALC-HS	2,000	
01-129-292-302-530-033	Athletics HS	7,000	
01-130-292-302-530-034	Athletics MS	2,500	
01-005-770-302-530-036	Food Service	2,000	
	Total Other		625,500

FACILITIES PLAN

Fixed Costs

01-xxx-xxx-302-xxx-280	DW Projects/Equipment	300,000	
01-xxx-xxx-302-xxx-280	DW Proj/Equip -carryover	1,169,747	
	Total Fixed		1,469,747

Other Costs-reduces fund balance

Total Other 0

Total Expenses	2,283,837.09	
Aid	517,854.31	
Levy	485,598.49	
Sr Ctr Constr. Contribution	30,000.00	
HS Parking	102,000.00	
Total Revenue	1,135,452.80	-1,148,384
Beginning Fund Balance	4,933,491.46	
Projected Ending Fund Balance	3,785,107.17	-1,148,384

MISC. CAPITAL - LTFM - COMMITTED

Capital Building Lease Levy

	Beginning Fund Balance	(57,229.75)	
	Lease Levy Revenue	255,506.68	
01-005-850-302-570-287	Building Lease Levy Pmts	255,506.68	Various
	Ending Fund Balance	(57,229.75)	
			1,390,959.48
			2,539,343.77

LTFM

	Beginning Fund Balance	6,179,152.73	
R 01-xxx-865/866-xxx-xxx-xxx	Revenue	1,756,749.82	
E 01-xxx-865/866-xxx-xxx-xxx	Planned expenditures	3,100,000.00	
	Ending Fund Balance	4,835,902.55	

HASTINGS CAPITAL 2023-24 for Revised		
Available Funds		\$1,469,747
SITE	DESCRIPTION	BUDGET
DW	LinPol Gloss Floorcare Program	\$50,000.00
MS	Floor Scrubber	\$28,000.00
Grounds	Forklift	\$10,000.00
Tilden	Concrete Replacement-North	\$10,000.00
DW	Security Cameras	\$10,000.00
DW	Ceiling Level Safety & Security Mirrors	\$15,000.00
HS	Flag Pole Move	\$5,000.00
DW	LED Lighting Retrofit Project	\$1,169,746.89
DO	Door Hardware (Security)	\$1,600.00
District To be determined		\$170,400.00
Total Budgeted 23-24		\$1,469,746.89
Reserve Carryover Next Year		\$0.00

HASTINGS LTFM 2023-24 for Revised		
Available Funds		\$3,100,000.00
SITE	DESCRIPTION	BUDGET
917	Annual-H&S Costs	\$7,913.00
917	Def. Maint. Proj.	\$0.00
DW/917	H&S \$100,000 to < 2m per site	\$0.00
DW	Annual-H&S Costs	\$216,369.00
DW	Annual-Construction Mgmt Consultant	\$35,800.00
DW	PA System Repair	\$10,000.00
HS	Storm Drain Repair	\$32,000.00
HS	Auditorium Emergency Lighting	\$1,200.00
HS	Elevator Component Replacement	\$87,500.00
HS	Drain Basin Reclamation	\$60,000.00
MS	Dust Collector Replacement	\$180,000.00
MS	Storm Drain Repair (2)	\$30,000.00
MS	Sprinkler Riser Valve Replacement	\$8,000.00
MS	Mechanical Fence Replacement	\$11,000.00
MS	Carpet Replacement (Media Ctr & Aud)	\$140,000.00
KE	Carpet Replacement	\$20,000.00
KE	Door Replacement	\$120,000.00
KE	Floor-cafeteria	\$15,000.00
KE	Univent Component Replacement	\$340,000.00
MC	Carpet Replacement	\$20,000.00
PI	Carpet Replacement	\$20,000.00
PI	Exterior Gym Wall Seal	\$25,000.00
PI	Door Replacement	\$140,000.00
PI	Univent Component Replacement	\$320,000.00
TI	Restroom Remodel	\$85,000.00
TI	Storm Drain Repair	\$20,000.00
PI	Boiler Re-pipe	\$265,000.00
KE	Boiler Re-pipe	\$260,000.00
MS	Transformer - Irrigation Pump	\$5,000.00
HS	Transformer - Pump House	\$27,000.00
DW	Sealcoating	\$7,000.00
KE	Sealcoating	\$20,000.00
PI	Sealcoating	\$35,000.00
TI	Sealcoating	\$14,000.00
MC	Sealcoating	\$12,000.00
MS	Sealcoating	\$65,000.00
HS	Gym (Basketball Hoop)	\$4,000.00
HS	Gym (Bleachers)	\$25,000.00
MS	Pool Patch	\$17,000.00
MS	Chillers, VFD Replacement, AHU	\$55,000.00
MC	Light Pole Replacement	\$8,000.00
HS	AHU 8 Motor Replacement	\$2,300.00
TI	Fence Replacement	\$13,891.00
DW	Painting Exterior Buildings	\$50,000.00
HS	Dust Collector	\$10,000.00
MS	Door Replacement	\$154,000.00
HS	AHU 19 Motor Replacement	\$12,000.00
District To be determined		\$94,027.00
Total Budgeted 23-24		\$3,100,000.00
Reserve Carryover Next Year		\$0

STAFF DEVELOPMENT DETAIL

**23-24
Revised Budget**

Estimated APU	4,445.84
Formula Allowance	\$7,138.00
Basic Revenue	\$31,734,405.92
MN State Academies Adj	-\$356.90
Revenue 2% Set-Aside	\$634,680.98

Designated Budget	\$239,092.00 <i>See below</i>
Chbk Staff Budget	\$395,588.98
Designated Carryover - Obj 367	\$318,151.38 <i>See below</i>
Expenditures	\$952,832.36

		23-24	Prior Yr Carry Over	Total 23-24 Adopted Budget
Mentoring Program	307/000	17,000	0	17,000
Supt	308/303	10,000	35,363	45,363
High School	306/000	20,552	19,002	39,554
Middle School	306/000	18,673	5,310	23,983
Kennedy	306/000	7,755	40,152	47,907
Pinecrest	306/000	7,755	38,580	46,335
McAuliffe	306/000	7,766	15,654	23,420
Curriculum Development	308/000	107,376	27,832	135,208
Related Services	308/299	1,000	6,055	7,055
District Technology Development	308/302	10,000	23,575	33,575
District Wide Initiatives (ema)	308/300	31,215	106,630	137,845
		239,092	318,153	557,245

Carryover budgets are not available until the Revised Budget

PROPOSED SCHOOL PROPERTY TAX LEVY
Hastings Public School # 200

	2021 Pay 2022 for 22-23	2022 Pay 2023 for 23-24	
	<u>Levy</u>	<u>Levy</u>	<u>Change</u>
PROPERTY TAXES DETERMINED BY STATE LEGISLATION			
General Fund (Excludes Referendum)	6,218,056	6,522,999	304,943
Community Education & Services	<u>463,351</u>	<u>466,913</u>	<u>3,561</u>
Total Based Upon State Legislation	6,681,408	6,989,912	308,504
	-2.87%	4.62%	
PROPERTY TAX AUTHORITY PROVIDED BY LOCAL VOTERS			
Referendum Levy	6,195,455	7,624,113	1,428,658
Total Based on Voter Authority	0.75%	23.06%	
DEBT REDEMPTION LEVY			
Voter Approved Building Bonds	4,350,039	4,205,773	(144,266)
Alternative Facility H & S	<u>294,606</u>	<u>283,878</u>	<u>(10,728)</u>
Total Debt Redemption Levy	4,644,645	4,489,651	(154,994)
	3.61%	-3.34%	
TOTAL PROPERTY TAXES	17,521,507	19,103,676	1,582,169
Percent Increase in Tax Levy	0.06%	9.03%	
TAX BASE (Adjusted Net Tax Capacity for District)	48,793,153	50,786,269	1,993,116
	6.64%	4.08%	
Referendum Market Value	3,657,066,525	3,768,897,825	111,831,300
	5.86%	3.06%	

Hastings ISD # 200 **2022-2023 Final**

		<u>Audited</u>				
		<u>Balance 6/30/22</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>	<u>Balance 6/30/23</u>
1/10/11/12	GENERAL FUND					
403	Staff Development	402,349.42	614,946.76	699,144.80	(84,198.04)	318,151.38
467	LTFM (old def maint and H&S)	5,583,279.35	1,670,689.44	1,074,816.06	595,873.38	6,179,152.73
424	Operating Capital	4,663,150.28	1,170,445.49	900,104.31	270,341.18	4,933,491.46
424-287	Lease Levy Capital	(50,902.92)	268,077.77	274,404.60	(6,326.83)	(57,229.75)
428	Learning & Development	0.00	851,810.15	851,810.15	0.00	0.00
434	Area Learning Center	0.00	308,780.70	308,780.70	0.00	0.00
438	Gifted & Talented	66,663.48	58,257.68	29,838.65	28,419.03	95,082.51
441/459	Basic Skills	0.00	453,552.80	453,552.80	0.00	0.00
441-620	Basic Skills-ECSE	0.00	9,397.44	9,397.44	0.00	0.00
441-630	Basic Skills-Staars	2,135.11	0.00	33.52	(33.52)	2,101.59
449	Safe Schools-Crime Levy	0.00	227,691.03	227,691.03	0.00	0.00
401	Student Activities (Fund 10 - tied to fund 1)	162,085.85	203,968.91	225,934.38	(21,965.47)	140,120.38
464	Donations & Grants (Fund 11 - tied to fund 1)	661,490.99	(11,557.72)	0.00	(11,557.72)	649,933.27
402	Scholarships (Fund 12 - tied to fund 1)	235,709.66	147,426.31	120,100.00	27,326.31	263,035.97
448	Achievement & Integration	0.00	235,419.52	235,419.52	0.00	0.00
472	MA/3rd Party	18,725.40	219,499.33	50,631.16	168,868.17	187,593.57
	RESTRICTED	11,744,686.62	6,428,405.61	5,461,659.12	966,746.49	12,711,433.11
418	Pension and ASL (trnsf from 422)	146,870.01	134,665.00	200,391.02	(65,726.02)	81,143.99
461-392	Technology (trnsf from 422) <small>e-rate, no expenses until bond \$ are spent</small>	934,543.50	0.00	0.00	0.00	934,543.50
	COMMITTED	1,081,413.51	134,665.00	200,391.02	(65,726.02)	1,015,687.49
462-001	Subsequent Year's Expenditures	1,004,881.98	0.00	958,238.80	(958,238.80)	46,643.18
	ASSIGNED	1,004,881.98	0.00	958,238.80	(958,238.80)	46,643.18
397,891 CO	GASB 68 TRA/State contribution	0.00	161,867.00	161,867.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,560,215.25	1,560,215.25	0.00	0.00
	Technology/Pension, ASL	0.00	(134,665.00)	0.00	(134,665.00)	(134,665.00)
	Basic Skills (JE Year end)	0.00	0.00	0.00	0.00	0.00
	Area Learning Center	0.00	0.00	155,957.51	(155,957.51)	(155,957.51)
	Safe Schools/Crime Levy	0.00	0.00	111,814.11	(111,814.11)	(111,814.11)
	Spec. Ed. State/Misc	0.00	7,428,268.25	9,254,350.75	(1,826,082.50)	(1,826,082.50)
	Transportation	0.00	2,023,458.27	5,096,893.79	(3,073,435.52)	(3,073,435.52)
	(does not include extra curr. budgeted at sites)					
	Unassigned	14,155,693.59	44,226,639.01	37,624,757.43	6,601,881.58	20,757,575.17
			includes one-time adjustment to move Fund 11 balance from deferred revenue to fund balance			
	<small>Fund 1 includes pmt to OPEB Trust (\$644,644) 22-23 & 23-24</small>					
422	UNASSIGNED	14,155,693.59	55,265,782.78	53,965,855.84	1,299,926.94	15,455,620.53
1/10/11/12	TOTAL GENERAL FUND	27,986,675.70	61,828,853.39	60,586,144.78	1,242,708.61	29,229,384.31
			61,828,853.39	60,586,144.78	655,302.28	22-23 Adp
			0.00	0.00	(644,624.66)	(SpEd Aid-6,599,843)

Hastings ISD # 200		2022-2023 Final				
Audited						
		Balance 6/30/22	Revenues	Expenditures	Net Budget	Balance 6/30/23
2	FOOD SERVICE FUND					
464-418	Pension and ASL (trnsf from 464)	44,134.85	7,779	18,412	(10,633)	33,501.76
464	Food Service Program	1,070,688.44	2,602,881	2,684,685	(81,804)	988,884.56
	Includes pmt to OPEB Trust (\$20,933) 22-23 & 23-24					
	RESTRICTED	1,114,823.29	2,610,660	2,703,097	(92,437)	1,022,386.32
	TOTAL FOOD SERVICE FUND	1,114,823.29	2,610,660	2,703,097	(92,437)	1,022,386.32
4	COMMUNITY SERVICE FUND					
431	Community Education General	279,162.05	1,555,239	1,582,312	(27,074)	252,088.55
432	ECFE	71,626.61	283,359	279,676	3,684	75,310.20
444	School Readiness	51,846.53	468,725	497,902	(29,177)	22,669.35
447	ABE	0.00	15,690	15,690	0	0.00
464-418	Pension and ASL (trnsf from trust 18 & above GL)	13,477.40	8,483	8,483	0	13,477.40
464-599	Screening	0.00	15,865	15,865	0	0.00
464	Non Public	24,644.55	81,555	81,571	(15)	24,629.29
	RESTRICTED	440,757.14	2,428,916	2,481,498	(52,582)	388,174.79
	TOTAL COMMUNITY SERVICE FUND	440,757.14	2,428,916	2,481,498	(52,582)	388,174.79
6	BUILDING CONSTRUCTION FUND					
464	Building Construction	9,976,685.23	238,198	5,345,798	(5,107,600)	4,869,085.05
	RESTRICTED	9,976,685.23	238,198	5,345,798	(5,107,600)	4,869,085.05
	TOTAL BLDG CONSTRUCTION FUND	9,976,685.23	238,198	5,345,798	(5,107,600)	4,869,085.05
7	DEBT SERVICE FUND					
451	QSCB Sinking Fund (GL JE)	12,477,058.58	737,754	(812,000)	1,549,754	14,026,812.14
464	Debt Service	1,050,141.68	4,709,702	4,684,540	25,162	1,075,303.58
	RESTRICTED	13,527,200.26	5,447,455	3,872,540	1,574,915	15,102,115.72
	TOTAL DEBT SERVICE FUND	13,527,200.26	5,447,455	3,872,540	1,574,915	15,102,115.72
	TRUST FUNDS					
18	CE Pension and ASL	69,213.72	881	8,483	(7,602)	61,611.35
20	Dental Self-Funded	1,043,423.65	751,298.40	599,831.98	151,466	1,194,890.07
21	Health Self-Funded	4,665,446.53	8,376,481.46	8,632,844.72	(256,363)	4,409,083.27
45---000	IRR-OPEB- PERA	5,479,025.58	937,507	485,070	452,437	5,931,462.24
	TOTAL TRUST FUNDS	11,257,109.48	10,066,167	9,726,230	339,937	11,597,046.93
	TOTAL ALL FUNDS	64,303,251.10	82,620,250	84,715,308	(2,095,058)	62,208,193
		63,641,760.11	82,620,249.84	84,715,307.82		
		661,491	0	0		

Beg. Bal. Adj. Fund 11

Future Meetings

Date	Time	Description	Location
12/18/2023	7:00 AM	MEETING CANCELED Closed Session - The purpose of the special meeting will be for the School Board to hold a hearing on the dismissal of students	District Office Conference Room A
12/20/2023	6:00 PM	Regular Board Meeting	HMS Media Center
12/20/2023	6:00 PM After the Regular Board meeting	MEETING RESCHEDULED Closed Session - The purpose of the special meeting will be for the School Board to hold a hearing on the dismissal of students	District Office Conference Room A
01/03/2024	6:00 PM	Organizational Meeting	HMS Media Center