

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, February 21, 2024
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:
 - January 24, 2024, Regular Board Meeting
- IV. **Recognition of visitors**
- V. **Raider Spotlight**
 - a. Recognitions
 - Hastings School Board, February is School Board Recognition Month
 - Mark Zuzek - MSBA Certificate
 - School Bus Staff Appreciation Day, February 21
- VI. **Listening Session Summary**
- VII. **Reports and Discussions**
 - a. Superintendent
 - i. Cadence Review
 - ii. Leadership Goal Updates
 - Scott Doran, Mindy Travernier & Chris Moore
 - b. Teaching and Learning Report
 - Andy Larson and Brie McNamara
 - c. The Native American Parent Advisory Committee Resolution
 - d. Building Construction Fund Project Update
 - e. Middle School Athletics and Activities discussion
 - f. School Board Representatives/Committees
 - i. ISD 917 School Board Representative Update
 - ii. Community Collaboration Committee Update
 - iii. Facilities Committee Update
 - iv. Finance Committee Update
 - v. Student School Board Committee Update
 - vi. Policy Committee Update
 - g. Policies
 - i. First Reading
 - 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
 - 419 - Tobacco Free Environment
 - 421 - Gifts to Employees and School Board Members
 - ii. Second Reading
 - 206 - Public Participation in School Board Meetings, Complaints About Persons at School Board Meetings and Data Privacy Considerations
- VIII. **Action Items**
 - a. Consent Agenda
 - i. Calendars
 - 25-26 Calendar
 - ii. Policies for Approval after third reading

- 301 - School District Administration
 - 302 - Superintendent
 - 303 - Superintendent Selection
 - 304 - Superintendent Contract, Duties, and Evaluation
 - 305 - Policy Implementation
 - 306 - Administrator Code of Ethics
 - 401 - Equal Employment Opportunity
 - 402 - Disability Nondiscrimination
 - 404 - Employment Background Checks
 - 408 - Subpoena of a School District Employee
 - 410 - Family and Medical Leave Policy
 - 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- iii. Personnel Report
 - iv. Kennedy and McAuliffe Grease Interceptor - Recommendation
 - v. Approval of Licensed Community Education Coordinator Agreement
 - vi. Non-public Transportation
 - vii. Non-contract Rates of Pay
 - viii. Legislative Priorities
- b. Items for Individual Action
 - i. Bills Payable
 - ii. Hastings Middle School Football Discontinuation Action
 - iii. Director of Facilities and Safety Position
 - iv. Native American Parent Advisory Committee Liaison
 - v. Read Act PD Approval
 - vi. Read Act MOU Approval
 - vii. School Board Handbook
- IX. **Future Meetings**
 - X. **Adjournment**

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

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, January 24th, 2024, at the Hastings Middle School Media Center.

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

The following board members were present: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek, and Carrie Tate. 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 Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the January 3rd, 2024, Organizational Meeting was made by Jessica Dressely and seconded by Matt Bruns. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Chairperson Tate recognized the visitors in the room and those viewing remotely.

Rotary students of the month winners were recognized in the Raider Spotlight. MiKayla Schuster, Jolie Pettit, and Larry Williams, Ashtyn Stewart was unable to make it.

Chairperson Carrie Tate summarized the listening session.

An informational discussion about the Hastings Middle School Football Program Discontinuation was given by Pete McGinnis and Brian Molitor.

Superintendent Champa provided the Board with the Superintendent report which included the Cadence Review.

There were no Leadership Goal Updates presenters.

The Read Act update was provided by Superintendent Tammy Champa.

Board Member Onboarding update was given by Superintendent Tammy Champa.

Building and Construction Fund Project update presented by Jen Seubert.

Data Practices Act report was given by Cathy Moen.

The 2024 School Board Calendar revisions were reviewed.

Jessica Dressely provided the Board with an update from the Policy Committee which included a first reading of the following policies: 206 - Public Participation in School Board Meetings/Complaints about persons at School Board Meetings and Data Privacy Considerations. As well as a second reading of the following policies: 301 - School District Administration, 302 - Superintendent, 303 - Superintendent Selection, 304 - Superintendent

Contract, Duties, and Evaluation, 305 - Policy Implementation, 306 - Administrative Code of Ethics, 401 - Equal Employment Opportunities, 402 - Disability Nondiscrimination, 404 - Employment Background Checks, 408 - Subpoena of a School District, 410 - Family and Medical Leave, 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse.

A motion to approve the Consent Agenda was made by Mark Zuzek and seconded by Philip Biermaier. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Bills Payable was made by Mark Zuzek and seconded by Jessica Dressely. Matt Bruns abstained from the vote. The vote was: 6 ayes, 0 nays, 1 abstain, motion carried.

A motion to approve the Solar for Schools Grant was made by Jenny Wiederholt-Pine and seconded by Philip Biermaier. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Donations was made by Melissa Millner and seconded by Jessica Dressely. The Resolution was approved by a roll call vote. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to postpone the vote on The Hastings Middle School Football Discontinuation Action to the February 21 Regular Board was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Relicensure Committee Board Member Assignment was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Revised 2024 School Board Calendar was made by Jessica Dressely and seconded by Philip Biermaier. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Board Meeting Inclimate Weather Plan was made by Jessica Dressely and seconded by Melissa Millner. The vote was: 7 ayes, 0 nays, motion carried unanimously.

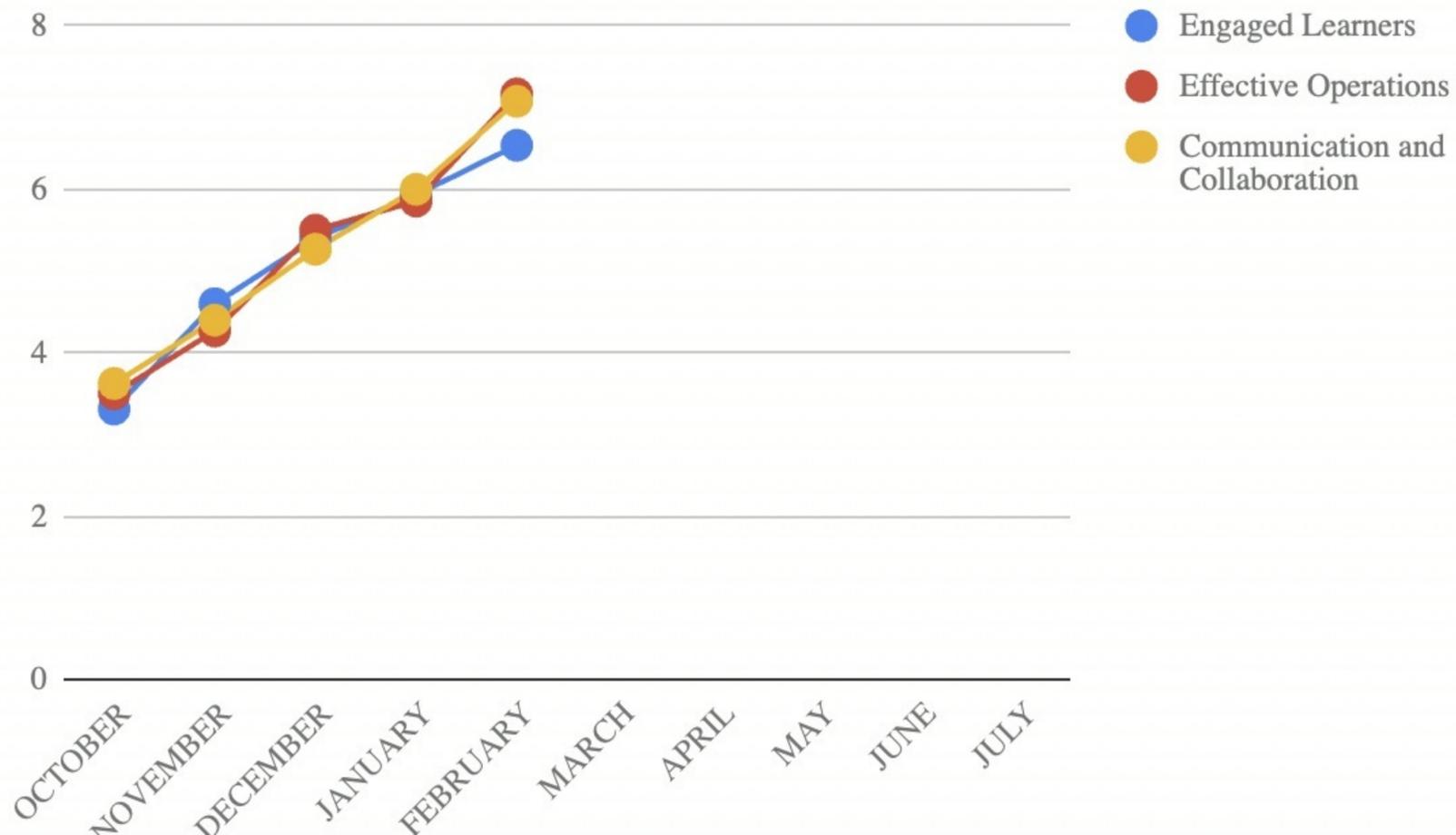
Future meetings were presented and discussed by Carrie Tate.

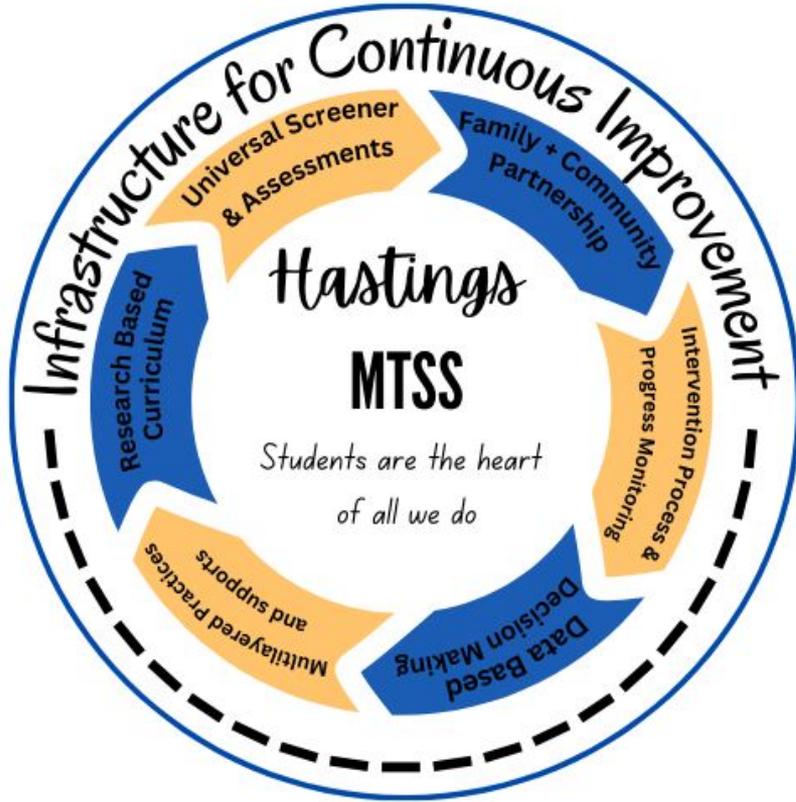
With no further business to discuss, a motion was made to adjourn the meeting by Jessica Dressely and seconded by Melissa Millner. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The meeting was adjourned at 7:21 PM.

CADENCE OF RAIDER RESPONSIBILITY

Cadence of Raider Responsibility





Teaching and Learning Staff

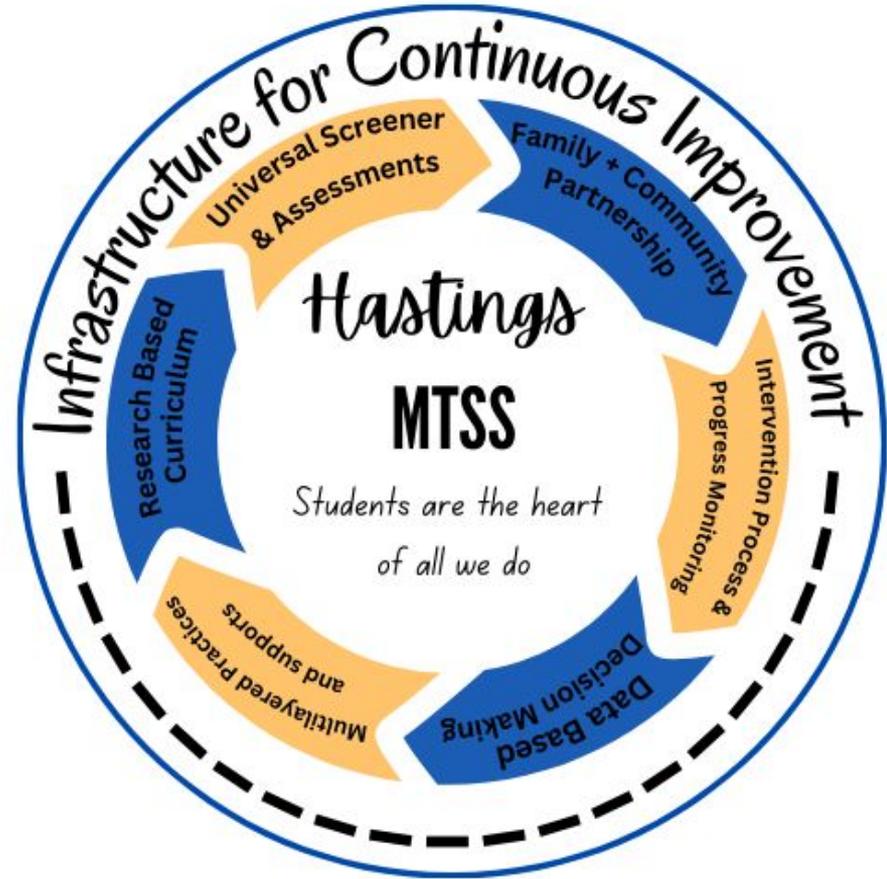
Maddy Wieneke
MTSS Coordinator - Secondary

Brie McNamara
MTSS Coordinator - Elementary

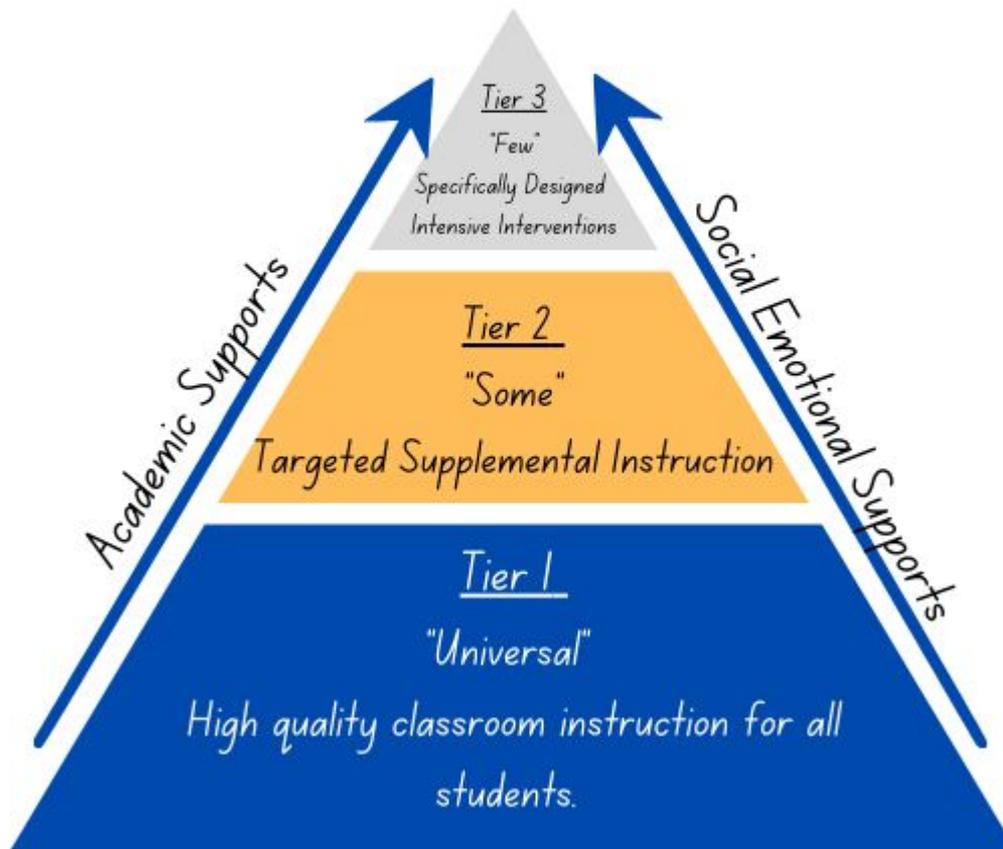
Andy Larson
Elementary Curriculum Coordinator

MTSS is woven into the fabric of everything we do as a district.

Our multi-tiered systems support all that we do, every day, in Hastings Public Schools. From instruction to assessment, teacher collaboration to family communication, student support to enrichment, and all the other components of education, MTSS is everything we do.



*MTSS is a three-tiered prevention framework that is designed to support **all** learners.*



Elementary MTSS

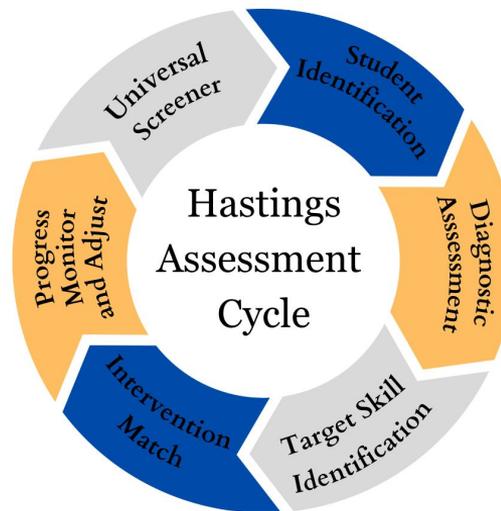


Elementary MTSS

Universal Screener + Assessments

- FastBridge alignment
- Professional development

Data-Based Decision Making



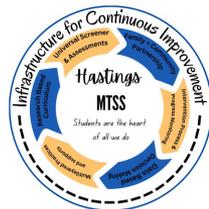
Elementary MTSS

Multi-layered Practices + Supports

- Title I + ADSIS
- Coaches, classroom teacher, social workers
- Catalyst
- Literacy coaching

Intervention Process + Progress Monitoring

- MTSS problem solving process
- Intervention resource alignment
- Progress monitoring tools + data analysis
- Personalized Learning Plans



Administration of Universal Screener

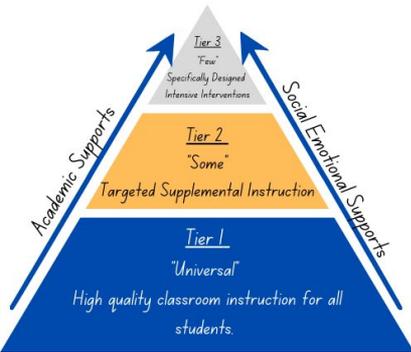
Teachers Engage in Data Analysis Protocol
and
Administer Diagnostic Assessments

Student Identification Process

Tier 1 Supports

Tier 2 Supports

Tier 3 Supports

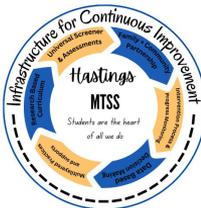


Tier 1

- High quality core instruction
- Research based curriculum and practices
- All students receive this instruction daily

Tier 2

- Additional instruction beyond what everyone gets
- This could be:
 - added time to small group instruction
 - modified instruction based on needs
 - more intense instruction in a specific area



Tier 3

- Title + ADSIS Reading Intervention Services
- Problem solving team referral
 - MTSS Coach support
 - Personalized Learning Plan
- Progress monitoring
- Typically 6-8 week cycles
- Frequent data review to inform next steps



Proficient

★	499	★	509	99	93	92	86
	485	★	503	95	85	84	76
★	501	★	500	90	80	79	70
	484	★	499	85	79	77	69
★	491		497	80	74	74	66
	476		497	75	73	73	66
★	494		493	70	65	68	59
	475		491	65	64	66	56
	483		491	60	60	64	55
	477		488	55	57	61	50
	482		486	50	56	59	47
	477		484	45	51	54	44
	484		481	40	47	50	39

Some Risk

!!	449	!!	473	35	39	38	27
!!	466	!!	472	30	34	35	26

High Risk

Joey

!!!	444	!!	463	25	20	24	15
!!!	427	!!!	460	20	17	20	13
!!!	440	!!!	443	15	7	10	6
!!!	436	!!!	438	10	5	7	5



Elementary MTSS

Research-Based Curriculum

- Heggerty - Phonemic Awareness
- UFLI
- Core Curriculum: READ Act

Family + Community Partnership

- Raider Set Go Days
- Countdown to Kindergarten



Middle School + High School MTSS



Middle School + High School MTSS

Universal Screener + Assessments

- Implementation of Universal Screeners: NWEA and Early Warning System

Data-Based Decision Making

- Diagnostic Measures and Progress Monitoring Tools: Math IXL, Reading BAS/Running Records, Curriculum-Based Measurement, Rating Scales

Research-Based Curriculum

- Enhanced alignment of existing programming and continuous improvement model for curriculum development



Middle School + High School MTSS

Family + Community Partnership

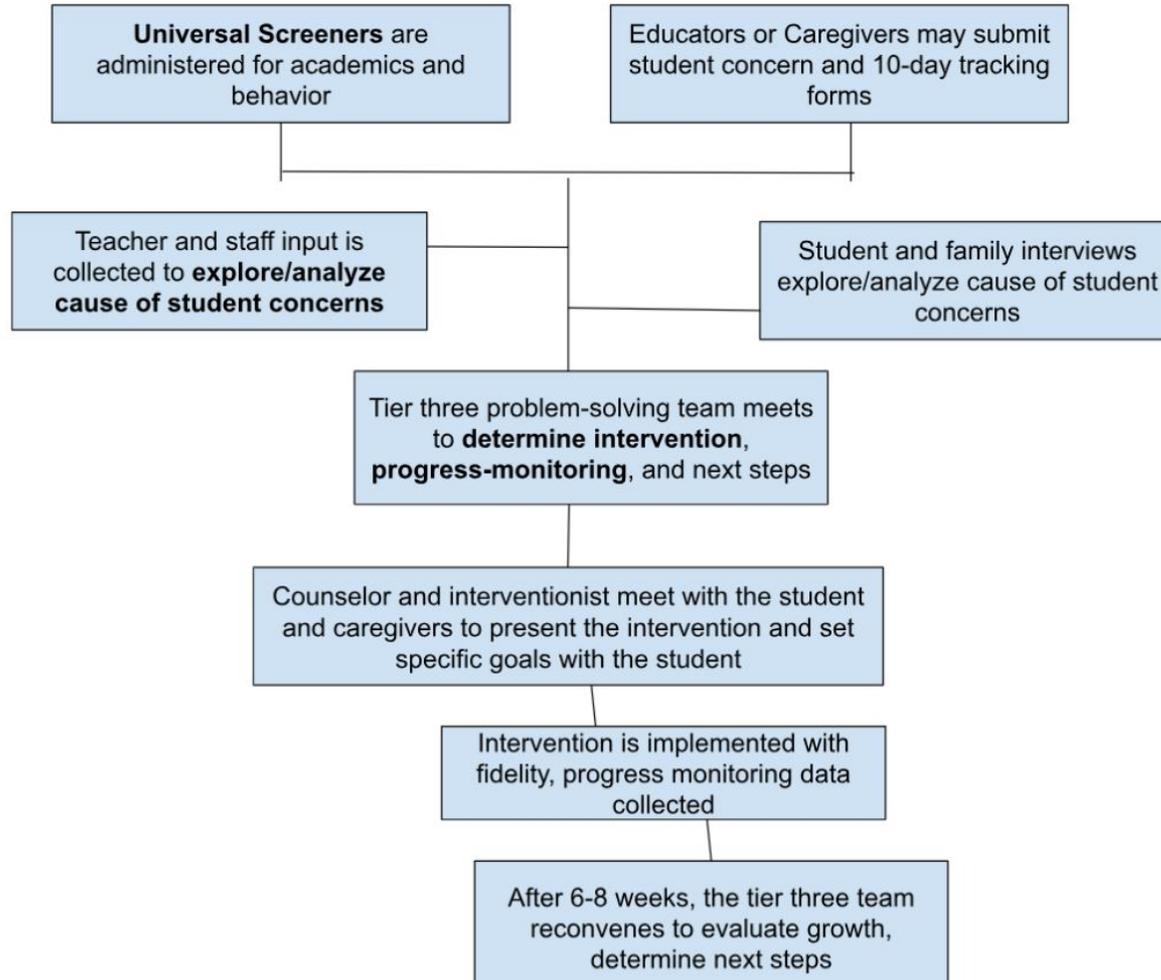
Multi-layered Practices + Supports

Intervention Process + Progress Monitoring

- Development of the collaborative MTSS Problem-Solving Team Process for intensive interventions
- Building capacity to implement academic, social/emotional, and executive skill interventions
- Family engagement in the development and evaluation of intervention plans
- Collaboration with community stakeholders in designing student supports



Middle School + High School MTSS



Continuing our MTSS Work



MnMTSS Grant

Goal 1: Family Engagement

- Family Communication Guide
- Family Partnership Events

Goal 2: Teaming Structures

- Clear roles and communication
- Protocols for all grades and levels

Goal 3: Data-Driven Professional Learning Plans

- Action cards with clear goals for professional learning
- Job embedded coaching and support



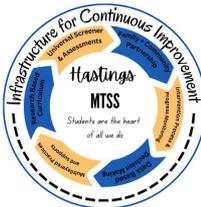
MnMTSS Grant

Goal 4: Continuous Improvement Cycle

- Implement District Leadership Team + Building Leadership Team
- Structured plan for reviewing data from continuous improvement self assessment tool to inform action planning

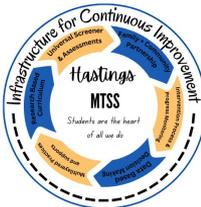
Goal 5: Data Based Decision Making with Multi-Layered Practices + Supports

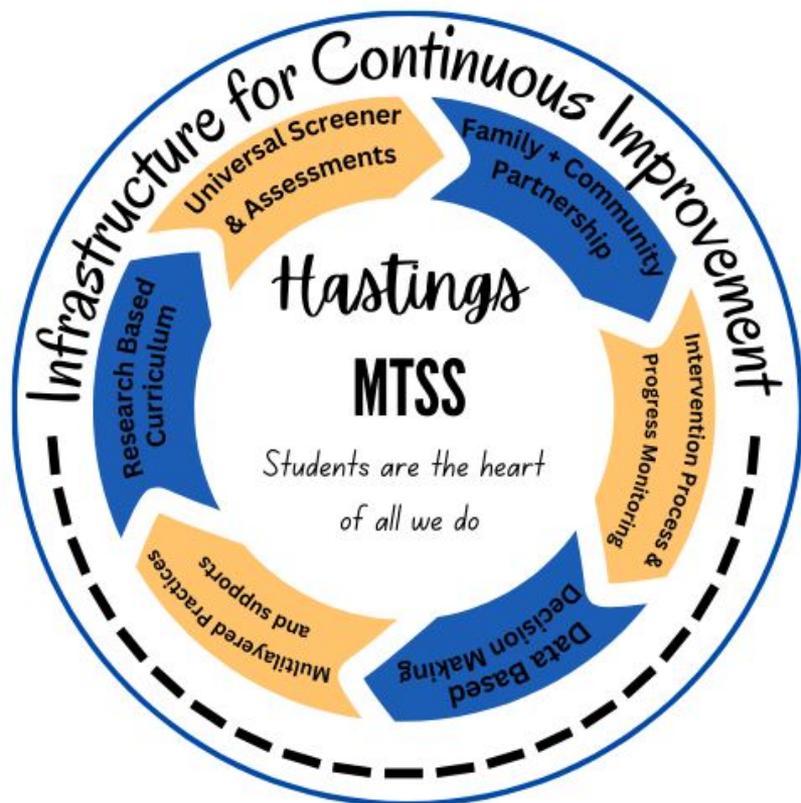
- Data Analysis Protocols
- Tiered supports for students based on targeted needs
- Intervention matching, progress monitoring + Personalized Learning Plans



MnMTSS Grant

Goal 6: Secondary school curricula are aligned to academic and social and emotional learning (SEL) standards with learning targets identified for all grade levels and content areas, including a well-articulated scope and sequence.







NAPAC/AIPAC Compliance

Background

- Under Minnesota 2023 Statutes, section 124D.78
 - Before March 1, updated rosters, AIEA plan review, vote of compliance, and compliance resolutions are due to Office of Indian Education
- Parent committee meets to discuss the current offerings of the district to American Indian Students
- Last handful of years a concurrence vote has been submitted
 - Process was not correct
 - No committee involvement

Concurrence vs. Non-Concurrence

- Concurrence:
 - American Indian/Native American Students' needs are being met
- Non-Concurrence:
 - Committee must provide written recommendations for improvement
 - Resolution forms signed by School Board Chair, Superintendent, Parent Committee Chair
 - School board has 60 days to respond in writing to Parent Committee recommendations, signed by all school board members

Annual Compliance Overview

[Minnesota Statutes 2023, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

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

The Vote and Resolution

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

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

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document.
- ✓ The AIPAC resolution document.
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage).
- ✓ The American Indian Education Aid Program Plan Review.

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

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

The District or School Does Not Have an AIPAC:

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

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

Submission Deadline:

Email all required items **by March 1** to: MDE.AIEA@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: _____

The American Indian Parent Advisory Committee Vote

_____ *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: _____

Date the AIPAC presented to the school board: _____

_____ *The AIPAC Issued a Vote of Nonconcurrence*

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

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

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

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

Required signatures

**Digital signatures are accepted*

School Board Chairperson Date

Superintendent or Charter/Tribal School Director Date

AIPAC Chairperson Date

The American Indian Parent Advisory Committee Resolution

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

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

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

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

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

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

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson Printed Name and Signature

Date

Building Construction Fund Projects as of 1/31/2024

	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
Water Coolers (Tilden & Middle School)	182,000	142,500	142,500	11,559	198	27,743	Complete
HHS Privacy Improvements	1,013,063	876,007	876,007	127,025	6,880	3,150	Complete
Middle School Partial Roof Replacement	717,200	747,255	747,255	45,778	6,376	(82,210)	Complete
Gymnastics	50,000	-	-	-	21,913	28,087	Complete
Tilden Preschool Classroom	90,000	60,660	60,660	5,877	678	22,785	Complete
Door & Glass Improvements Phase I	67,262	31,450	31,450	-	35,812	(0)	Complete
Safety & Security Improvements-Phase I	33,245	33,245	33,245	-	-	-	Complete
Middle School Media Center	160,000	-	-	-	92,157	67,843	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,565,122)	-	-	-	-	(9,565,122)	Reallocation
Interest Earnings	-	-	-	-	-	2,516,153	Interest Earnings
Subtotal	41,734,336	39,310,817	39,306,818	2,987,185	1,672,796	283,690	

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	
Kennedy Deferred Maintenance	662,576	576,054	576,054	19,106	6,951	60,465	In Process
Door & Glass Improvements (Middle School split w/LTFM)	432,738	359,278	-	31,879	-	400,859	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	576,468	424,152	90,554	61,885	537	423,492	In Process
Interior Locks Allowance	420,000	353,853	58,520	32,973	444	328,063	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	219,461	149,258	14,780	36,172	242	168,267	In Process
High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865	-	-	284	264,716	In Process
Subtotal	3,803,343	2,993,962	1,612,478	276,094	128,151	1,786,620	

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

1,786,620

	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	-	-	-	8,500	86,500	In Design
Subtotal	100,000	-	-	-	8,500	91,500	

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

Other District Projects	A	B	C	D	E	A-B-E	
Technology Improvements	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	514,476	85,524	Not Completed
Subtotal	3,729,625	-	-	-	2,714,868	1,014,757	

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	42,304,780	40,919,295	3,263,280	4,524,316	3,176,566
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Complete and In Process (does not include contingency)

50,782,173

Project Total

49,367,304

%

103%

Transfers from/(to) Contingency:

\$445,000 Early Childhood Improvements (High School)
 \$ 87,000 High School Athletic Field Parking Lot
 \$ 44,300 High School Retaining Wall
 \$113,024 Middle School Bathrooms near Auditorium
 \$300,000 Technology
 \$244,500 Water Coolers (\$50,000 Tilden, \$62,500 McAuliffe, \$132,000 Middle School)
 \$746,250 High School Privacy Improvements (Athletic Locker Rooms)
 \$160,476 Kennedy Deferred Maintenance
 \$167,131 McAuliffe Deferred Maintenance
 \$290,000 Middle School Storage Building
 \$542,000 High School Tennis Court Replacement
 \$330,000 District Office Renovations
 \$100,000 Board Room Renovations
 \$85,000 Entrance Security Improvements
 \$503,750 Additional to HHS Privacy Improvements (Bathrooms)
 \$362,500 Middle School Privacy Improvements
 \$140,000 High School Lecture Hall
 \$200,000 HHS Baseball Field Drainage
 \$493,750 Middle School Track Replacement
 \$856,563 HS Team Locker Privacy Improvements
 \$1,421,640 ALC Renovation
 \$397,500 Transferred from HHS Privacy Improvements to Middle School Storage Building
 \$160,100 Additional to Middle School Improvements
 (\$38,200) from Middle School Privacy Improvements
 (\$600,000) from High School Privacy Improvements
 (\$50,000) from High School Carpet
 \$86,000 Additional to Kennedy Deferred Maintenance
 \$400,000 Technology
 \$200,000 Monument Signs
 \$500,000 Grounds/Site Improvements

\$300,000 Additional to Safety & Security Improvements
 \$202,000 Additional to Monument Signs
 (\$52,000) from District Office Renovation
 (\$96,000) from HS Privacy
 (\$89,000) from MS Track
 (\$235,000) from Storage Building
 (\$160,000) from DW Fire Alarm/Alert System
 (\$25,000) from HS Fire Alarm/Alert System
 \$324,713 Safety & Security Improvements
 \$120,000 Interior Locks Allowance (Middle School add)
 \$629,625 Technology
 \$ 50,000 Gymnastics
 \$160,000 Middle School Media Center
 \$ 90,000 Tilden Preschool Classroom
 \$ 5,000 High School Student Entrance Bollards
 \$ 50,000 Nature Preserve Gravel Parking Lot



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February 6, 2024
Board Notes

The ISD 917 School Board met for a Work Session and Regular Meeting on February 6, 2024. School Board information and resources are available on our website at https://www.isd917.org/about/school_board.

Work Session

Integrity

Reviewed reinstating the Personnel Committee

Collaboration

Reviewed Revised Budget

Reviewed Maintenance Payments to Member Districts

Reviewed Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore

Reviewed contracts for Executive Directors and Directors, Assistant Directors/Principals, Assistant Principals and Liaisons, and Coordinators

Integrity

Reviewed policies:

- First and Final Readings:
 - Policy 555 Extended Student Field Trips
 - Policy 807 Health and Safety Policy
 - Policy 815 Naming of School Buildings and Facilities
- First Reading:
 - Policy 410 Family Medical Leave Policy

Member district updates

Regular Board Meeting

Communications:

Reviewed and approved the agenda

Update from Student Services

Approved Consent Agenda:

- Minutes from 1/9/24 Organizational and Regular Board Meeting
- Personnel:

New Hires:

Effective 2/5/24:

- Amanda Eckre, Administrative Assistant II
- Courtney Olson, Classroom Assistant

Re-Hires:

Effective 1/8/24:

- Isabella Kranz, Teacher

Change in Status:

None

Leaves of Absence:

None

Resignations & Terminations:

Effective 1/17/24:

- Alexandra Belfield, Classroom Assistant

- Sydney Seufer, Administrative Assistant I

Effective 1/19/24:

- Brecken Johnson, Classroom Assistant

Effective 1/25/24:

- Amanda Fernelius, Classroom Assistant

- Andrew Rivera, Classroom Assistant

Effective 1/26/24:

- Lisa Dahl, Classroom Assistant

Effective 1/31/24:

- Nicholas Reding, Program Assistant

Effective 2/9/24:

- Pattijo Nwokeuku, Social Worker

Retirements:

None

- Accepted donations from:

100 donuts from Cub Foods

Bag of buttered popcorn from HomeTown Sweets

Monetary donation from Richard Bulthuis

Stewardship:

Executive Director of Business Services Reports

- Bills

- Wire Transfers

- Investment Reports

Approved reinstating the Personnel Committee

Collaboration:

Approved Revised Budget for 2023-2024

Approved Maintenance Payments to Member Districts

Approved Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore

Approved contracts for Executive Directors and Directors, Assistant Directors/Principals, Assistant Principals and Liaisons, and Coordinators

School Board Recognition Month

Integrity

Policies:

- Approved policies:

First and Final Readings:

Policy 555 Extended Student Field Trips

Policy 807 Health and Safety Policy

Policy 815 Naming of School Buildings and Facilities

- Reviewed policies:

Policy 410 Family Medical Leave Policy

Closed session to discuss Superintendent Mid-Year Review and Paraprofessional Contract Negotiations

Community Collaboration Committee

Meeting Minutes: 1/29/2024

Purpose statement:

The Community Collaboration Committee is a link between the Hastings School District and the ISD200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

1. Frequency of meetings: quarterly
2. Location: High School Lecture Hall or Middle School Media Center
3. Wednesday evenings 6-7:30
4. Coffee and conversations:
 - a. Brief presentation
 - Meeting 1: March 20th - Tech levy gratitude and survey results
 - Meeting 2: May 15th - State of the school
 - Meeting 3: future meeting dates/topics TBD
 - b. Community conversation
5. Other avenues to share information with community for more transparency
 - a. Potentially through public comment at future meetings
 - b. Radio station in radio update
 - c. Raider Update
 - d. Hastings Journal through Raider Update and/or press release
 - e. Supplemental material to be available via QR code after meetings
 - f. Story map activity

Next Steps:

Google calendar for community access to district activities / QR codes

Coordinate / preparation for meeting 1

Facilities Committee Meeting Summary:

Friday, Jan 26, 2024

8 am

Attendees: Tammy Champa, Mark Zuzek, Melissa Millner, Jen Seubert, Cam Peterson

Purpose statement:

The mission of the Facilities Committee is to provide strategic guidance of substantial facilities investment activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity throughout the School Board and the community at large. This will in turn enhance public confidence in the district's ability to effectively manage, maintain and improve District facilities through communication of the results of its work to the School Board, and by educating the public regarding the facility usage, condition and outlook for the District.

Frequency of meetings:

Quarterly - Fridays at 8 am

Upcoming dates:

May 3

August 9

November 1

Future meeting topics:

- a. Funding overview (capital, LTFM, supply budgets)
- b. LTFM plan review in May
- c. Other recommendations

Gender Neutral Single - User Restroom Grant

- a. Remodeling, constructing or repurposing space for single-user, safe and secure bathrooms
 - i. Kennedy building is most imperative at this time, Pinecrest 2nd.
- b. 80% of grant is used for construction, 20% goes toward activities related to engagement and implementation
- c. Grant is for up to \$75,000 per site - might be awarded for 2 sites
- d. Approximate remodel cost in total is \$400,000 - \$500,000
 - i. LTFM revenue can be used due to legislative session changes
 - ii. Also discussed MN legislative changes that require school building bathrooms be updated on predetermined timelines per building. (Long term facility maintenance plans must address plans to include one bay restrooms at each building)
- e. Due date for this grant is Feb 2
 - i. Tammy and Jen will start writing the grant application this weekend.
 1. Update - grant has been submitted



Student School Board Committee

The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending students to serve on the school board.

Meeting Summary **February 1, 2024 & February 13, 2024**

In Attendance on February 1, 2024: Superintendent Champa, Matt Bruns, Jessica Dressely, and Melissa Millner

In Attendance on February 13, 2024: Matt Bruns, Jessica Dressely, and Melissa Millner

Mission statement:

1. The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending students to serve on the school board.

February 13, 2024

Quick check in-

- Committee recommends: the timeline for application announcements be delegated to administration.
- Committee recommends: Delegating the creation of a QR code that brings students directly to the online application to Director Bruns, who will work with the district's administrative assistant.
- The committee's next meeting date will be determined by the number of applications that are received and be scheduled for late March to early April.

February 1, 2024

Application Questions:

March 1 to March 31: Applications accepted

1. Name
2. Email
3. Phone Number
4. Why are you interested in joining the school board?
5. What strengths do you bring that would support your efforts as a student member on the school board?
6. What unique voice or perspective do you feel you bring to the board table?
7. How might you engage with students across the district to best represent the student body?

Qualifications for Interviews:

April 1-9: Review applications

April 9: Update board on progress during working session

1. Applicants must be a sophomore or junior at Hastings High School or Hastings Alternative Learning Center and must be enrolled for the upcoming school year.
2. Applicants must be making satisfactory progress towards graduation in order to be considered for an interview. (HHS principal or designee will determine whether a candidate meets this criteria) only applicants meeting this criteria can be considered.
3. Applicants will have an interest in the work of the school board and Hastings School District.
4. Applicants will submit the Student School Board Representative Application electronically..
5. Applicants will submit the following to _____ at the High School.
 - One letter of recommendation from an educator at the high school; and
 - A signed Parent/Guardian Authorization form

Interviews:

April 9: Notify applicants & schedule interviews

1. Two committee members and the high school principal will conduct interviews.
2. Interviews will take place at HHS

Interview Questions-

April 10 to May 8: Conduct interviews

1. Briefly tell us a little bit about yourself, what you are involved in, and what motivates you.
2. Why do you want to be a student school board member?
3. Tell us about the experiences you have had with Hastings Public Schools and what you think has helped you become the person you are today.
4. What do you think you have to offer to this position that others might not?
5. Given the requirements of this position, do you think you will be able to fulfill the obligations? Do you have any concerns?
6. Do you have any questions for us?

Qualifications for Position:

May 9: Provide recommendations to the board during the working session

May 9: Notify applicants & offer position

1. Candidates can commit to the obligations of the position.
2. Candidate demonstrates the ability and desire to advocate for themselves or others.
3. Candidate is making satisfactory progress toward graduation

Acceptance of Position & May 22, 2024 Board Meeting:

1. Upon acceptance of the position, invite candidates to attend the May 22, 2024 board meeting
2. Board votes to accept the recommendations and mentors are assigned

Student Privacy:

1. In order to protect student privacy during the application, interview, and selection process, the committee will use alphanumeric characters to identify students applicants in their discussions and recommendations.



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Hastings Public Schools

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Policy Committee Mission

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

Policy Committee Meetings

Time: January 26, 2024 9:30AM Central Time (US and Canada)

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

January 26, 2024 Summary

[*Review Cycle Tracker*](#)

Committee Summary

1. On January 26, 2024, the committee reviewed 5 policies that will be detailed in the readings that follow.

Follow up from Working Session on 1/10/2024

1. 620 Credit for Learning- Requires additional research based on recommendations from the working session.

Handbook Updates

1. Updated Table of Contents
2. Pg.9: Added Board Governance Model diagram
3. Pg.16: Added meeting canceled due to weather procedure on the bottom of page.
4. Pg.18-20: Added Communication Protocols updates
5. Pg.26: Added placeholder for Subsequent Contract Negotiation Procedure
6. Pg. 32 Add placeholder for “Site Visit Procedure for Board Members”
7. Pg. 33- 38 added Educational Definitions & Acronyms

Upcoming Policy Committee Meetings

February 16, 2024; 10:00am - 11:30am (600 Series)

February 22, 2024; 12:00pm - 1:30pm

Ist Reading

415 Mandated Reporting of Maltreatment of Vulnerable Adults

1. Section III: updated order
2. Section III (G): updated definition of “Mandated Reporter”
3. Updated legal reference and cross reference sections
4. Additional changes reflect MSBA model policy update 06/23/22

419 Tobacco Free Environment

1. [Section III \(A\): corrected comma placement](#)
2. Many grammatical and formatting updates
3. Added Section II (D)
4. Section III: Retitled section to match model policy
5. Section III (A) Replaced definition for “Electronic delivery device”

421 Gifts to Employees and School Board Members

1. Updated cross references

2nd reading

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

1. No recommendations or requests

3rd reading

301 School District Administration

302 Superintendent

303 Superintendent Selection

304 Superintendent Contract, Duties, and Evaluation

305 Policy Implementation

306 Administrator Code of Ethics

1. Committee Recommendation:
 - a. This language was removed because it limited who is defined as an administrator
 - b. Section I: Removed (*as defined in Minnesota Rules 3512.0100 subparts 5-7*)
 - c. Removed Section III: Compliance (A) *Compliance to this policy is governed by Minnesota Statute 214.10 (Complaint, Investigation, and Hearing)*

401 Equal Employment Opportunity

402 Disability Nondiscrimination

404 Employment Background Checks

408 Subpoena of a School District Employee

410 Family and Medical Leave

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policies for approval after 3rd reading/ Consent Agenda

301 School District Administration

302 Superintendent

303 Superintendent Selection

304 Superintendent Contract, Duties, and Evaluation

305 Policy Implementation

306 Administrator Code of Ethics

401 Equal Employment Opportunity

402 Disability Nondiscrimination

404 Employment Background Checks

408 Subpoena of a School District Employee

410 Family and Medical Leave

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse



415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to ~~fully~~ comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Abuse” means:
 - 1. (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or

involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minnesota Statute section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes [section 626.5572](#), Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

~~F. “Mandated reporters” are education professionals or professional’s delegate identified by law who MUST make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred. means a professional or professional’s delegate while ¶ engaged in education.~~

~~“Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.~~

.F “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

G. “Mandated reporters” are education professionals or professional’s delegate identified by law who MUST make a report if they have reason to believe that the abuse, neglect, or financial exploitation of a vulnerable adult has occurred.

HE. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

I. “School Personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

~~D. “Abuse” means: ¶~~

~~1. (a) An act against a vulnerable adult that constitutes a violation ¶ of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first~~

~~through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) ¶~~

~~2. Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. ¶~~

~~(c)3. Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. ¶~~

~~(d)4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. ¶~~

~~Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.~~

~~E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.~~

~~JKF.~~ "Vulnerable ~~a~~Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed

under ~~Minnesota Statutes chapter Minn. Stat. Ch.~~ 245A, except as excluded under ~~Minnesota Statutes section Minn. Stat. §~~ 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or ~~whether any~~ type of service ~~is~~ received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to ~~adequately~~ provide ~~adequately~~ for the individual's ~~person's~~ own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- ~~G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.~~
- ~~H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.~~
- ~~I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.~~

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under ~~Minnesota Statutes section Minn.~~

~~Stat. §~~ 13.02, to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally 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. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions ~~Collection, Security, and Dissemination of Records; Definitions~~)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232~~4~~ (Crimes Against Vulnerable Adults; Definitions ~~the Person~~)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: ~~ISD 200MSBA/MASA Model~~ Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
~~ISD 200MSBA/MASA Model~~ Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
~~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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~ISD 200MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: ~~01.26.2024~~07.22.2020
Policy Adopted: 08.26.2020
Policy Revised: 07.17.2020



419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITION ~~STOBACCO AND TOBACCO-RELATED DEVICES DEFINED~~

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices include, but are not limited, to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery devices exclude drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

~~“Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.~~

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or

tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means **using** an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when ~~an Native American Indian~~ adult lights tobacco on school district property as a part of a traditional **Native American** spiritual or cultural ceremony. A ~~Native American Indian~~ student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. A ~~Native American Indian~~ is a person who is a member of ~~a Native American Indian~~ **a Native American Indian** tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students **in grades six 6 through eight8**.
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

VI. ENFORCEMENT

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to **Persons Under Age 21 Children**)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: ISD 200 Policy 506 (Student Discipline)

Policy Reviewed: 01.26.2024

Policy Adopted: 06.28.2023

Policy Revised: 06.28.2023



421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given

without something of equal or greater value being received in return.

- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee;
Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: ~~ISD 200MSBA/MASA Model~~ Policy 209 (Code of Ethics)
~~ISD 200MSBA/MASA Model~~ Policy 210 (Conflict of Interest – School
Board Members)
~~ISD 200MSBA/MASA Model~~ Policy 306 (Administrator Code of Ethics)

Policy Reviewed: 01.26.2024

Policy Adopted: 03.24.2021

Policy Revised:



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor. ~~"Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment. For the purposes of this policy, "employee", or includes a volunteers or an independent contractor. Fos for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except~~

~~the identity of the employee making the suggestion.~~

- B. Personnel data on current and former employees that is “public” includes: Name; employee identification number, which must not be the employee’s social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee’s reasons for the use of sick or other medical leave or other not public data.
- C. Personnel data on current and former applicants for employment that is “public” includes:
- Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. “Educational data” means data maintained by the school district which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the

school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multi member agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. Right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. Right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. Right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn.

Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. Right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES FOR COMMENTS TO THE BOARD

- A. ~~Comments to the school board will begin fifteen minutes prior to the scheduled regular school board meeting. This time is for citizens who wish to address the board regarding School District related items. A maximum of five speakers will be given the opportunity to provide public comment. The school board will not engage in discussion or provide responses during this time, however, may respond at a later time and/or direct administration to follow up with the speaker.~~ The school board will not engage in discussion or provide responses during this time, however, may respond at a later time and/or direct administration to follow up with the speaker.
- B. To be recognized, citizens must complete the Public Participation at School Board Meetings Procedures and Request (Form 206.1FRM) and submit their request via email or drop it off at the district office no later than 8 am on the day prior to the regularly scheduled board meeting. If a group or organization wishes to address the school board on a topic, one representative shall be designated as the speaker. Selected speakers will be notified by the administrative assistant to the superintendent [district representative].
- C. Only those speakers recognized by the school board will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt

speakers, school board, or the proceedings may be directed to leave.

- D. ~~Each speaker will be limited to 3 minutes. This time may not be ceded to another speaker. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one representative or spokespersons to speak on behalf of the group or organization.~~
- E. Matters which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- F. The school board shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual and any media feed will be cut immediately.
- G. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

~~PUBLIC HEARINGS~~

~~¶~~

~~The procedures identified in Section IV A-G will also be used for comments to the school board during a public hearing, unless otherwise determined by statute or by the school board.~~

VII. COMPLAINTS

- A. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
- B. If the complaint is against an employee relating to child abuse, -discrimination, racial, religious, sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
- C. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.

- D. Complaints which are unresolved at the superintendent's level may be brought before the board as a whole by notifying the school board ~~chair~~ in writing.

VIII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

IX. PROCEDURES

The Board may determine at the Organizational Meeting, or as otherwise necessary at a board meeting, the time, place, and manner considerations for this policy as outlined in 206.2. ¶

¶

~~Meeting start time and day of the week ¶~~

- ~~1. Start time of the public comment session ¶~~
- ~~2. The location of the public comment session ¶~~
- ~~3. If the public comment sessions will be recorded/live-streamed ¶~~
- ~~4. If public comment sessions will be summarized as outlined in Policy 203.2.~~

Legal References:

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

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)

Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)

Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)

Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing)

Procedures)

Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)

Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)

Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: ISD 200 Policy 203.2PR (Order of the Regular School Board Meeting)

ISD 200 Policy 205 (Open Meetings and Closed Meetings)

ISD 200 Policy 206.2PR (Board Procedures for Policy 206)

ISD 200 Policy 207 (Public Hearings)

SD 200 Policy 406 (Public and Private Personnel Data)

ISD 200 Policy 515 (Protection and Privacy of Pupil Records)

MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)

MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: 01.19.2024

Policy Adopted: 05.24.2023

Policy Revised: 05.24.2023



RECOMMENDATION FOR APPROVAL 2025-2026 District Calendar

February 21, 2024

The District Calendar Committee met in January to discuss and prepare the proposed 2025-2026 District Calendar. Administration recommends approval of the 2025-2026 District Calendar provided as an attachment.

Submitted by: Cathy Moen, Director of Human Resources

July 2025 (T0/S0)

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

August 2025 (T4/S0)

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

**2025 - 2026
District
Calendar**



September 2025 (T21/S20)

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

October 2025 (T21/S19)

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

Key

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

First Day = *RSG K-4, 5 & 9 / **RSG K-4, 5-12

November 2025 (T18/S18)

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

December 2025 (T17/S16)

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

Dates at a Glance

Date	Description
Aug. 21 & 22	New Teacher Workshop
Aug. 25 - 28	Teacher Workshop/Staff Development
Aug. 29	No School
Sept. 1	No School
Sept. 2	Raider Set Go K-4
Sept. 2	First Day 5 & 9
Sept. 3	Raider Set Go K-4
Sept. 3	5 & 9 in session; First Day 6-8 & 10-12
Sept. 4	All K-12 in session
Sept. 24	Staff Development
Oct. 10	Teacher Workshop
Oct. 13	Evening Conferences - Elementary Only
Oct. 14	Evening Conferences - All Grades
Oct. 15	No School/Conferences - All Grades
Oct. 16 & 17	No School/Teacher Association Days
Nov. 27 & 28	Fall Break
Dec. 1	Staff Development
Dec. 24 - Jan. 2	Winter Break
Jan. 19	No School
Jan. 20	Teacher Workshop
Jan. 26	Staff Development
Feb. 16	No School
Feb. 25	Evening Conferences- Elementary Only
Feb. 26	Evening Conferences - All Grades
Feb. 27	No School/Conferences - All Grades
March 16 - 20	Spring Break
April 3	No School
April 6	Staff Development
May 25	No School
June 4	Last Day of School
June 5	Teacher Workshop
June 5	HHS Graduation

January 2026 (T19/S17)

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

February 2026 (T19/S18)

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

* End of Semester 1

March 2026 (T17/S17)

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

April 2026 (T21/S20)

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

May 2026 (T20/S20)

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

June 2026 (T5/S4)

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

* Last Day / End of Semester 2

** HHS Graduation

Note: No public meetings until after 8 p.m. on Nov. 4, 2025 & March 10, 2026

Revised 2.15.24



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: 01.19.2024

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.

II. 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: 01.19.2024

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 policies and procedures for only the 200 series policies.~~
- B. It shall be the responsibility of the superintendent to implement school board policy ~~except for the 200 series. The superintendent and shall 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: ~~ISD 200 MSBA/MASA Model~~ Policy 208 (Development, Adoption, and Implementation of Policies)

Policy Reviewed: 01.19.2024

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 below.

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 3512.0100 (Definitions)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

Policy Reviewed: 01.26.2024
Policy Adopted:
Policy Revised:



*Hastings Public School District
ISD #200*

401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunities 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 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: 12.13.2023
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/or a guardian 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/~~or a guardian~~ 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: 01.19.2024
Policy Adopted: 06.24.2020
Policy Revised: 12.13.2023



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, ~~personal-per-childal-child~~, or medical, or sick leave, or accrued vacation provided by the ~~school districtemployer~~ so that the total leave does not exceed 12 weeks, unless agreed to by the ~~school districtemployer~~, 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 districtemployer~~ 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 the 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)

Policy Reviewed: 01.19.2024
Policy Adopted: 07.28.2021
Policy Revised: ~~02.02.2021~~ 12.13.2023



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, 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; ~~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; 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;~~
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors 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 own basic needs or safety, or the basic needs or safety of another child in his or her care; ~~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~~ 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~~ 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

agent, ~~the 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 ~~Minn. 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 ~~reresents~~ 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.

¶

~~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.¶~~

¶

~~Ø. “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.¶~~

¶

~~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.~~ 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.~~ 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~~ **plus costs and reasonable** attorney fees. ~~and the reckless~~ **Knowingly or recklessly making a** false report ~~also may result in discipline. The court may also award attorney's fees.~~

V. INVESTIGATION

- A. The responsibility for **assessing or** investigating reports of suspected **maltreatment** ~~neglect or physical or sexual abuse~~ rests with the appropriate ~~state, county, state,~~ or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~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.~~ 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 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy Reviewed: 01.19.2024
Policy Adopted: 07.28.2021
Policy Revised: 12.13.2023

HR PERSONNEL REPORT

Board Meeting Date:

2.21.24

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Biscoe-Meyer, Sandy	Resignation	Art Teacher; 1.0 FTE Pinecrest Elementary	ED MN - Teachers	February 2, 2024
Buechler, Amy	Resignation	Admin Support Asst II; 4 Hours / Day Community Ed Paraprofessional; 4 Hours / Day Tilden	HESA / Comm. Ed Para	February 9, 2024
Lind, April	Termination	Lunch / Recess Aide; 2.5 Hours / Day Kennedy Elementary	ED MN - ESP	February 12, 2024
Lindquist-Peine, Julie	Retirement	Grade 5 Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	June 7, 2024
Reinardy, Dan	Retirement	Lead Custodian; 8 Hours / Day Pinecrest Elementary	Custodian	April 30, 2024
Watkins, Taylor	Resignation	Reading Intervention Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	February 3, 2024

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Anderson, Haleigh	Paraprofessional; 6.25 Hours / Day Hastings High School	\$20.35 / Hour	ED MN - ESP	February 20, 2024
Arellano, Carolyn	Paraprofessional; 6.25 Hours / Day Kennedy Elementary	\$19.85 / Hour	ED MN-ESP	February 20, 2024
Bafaro, Riley	Art Teacher; 1.0 FTE Pinecrest Elementary	\$44,799 Annually	ED MN - Teachers	February 1 , 2024
Davis, Jelena	Dishwasher; 3 Hours / Day McAuliffe Elementary	\$18.47 / Hour	Food Service	February 20, 2024
Cox, Pam	Accounting Specialist; 8 Hours / Day District Office	\$25.98 / Hour	Unaffiliated	February 20, 2024
Ebel, Krystel	Hours / Day District Office	\$23.63 / Hour	Unaffiliated	February 20, 2024
Green, Manny	LTS Band Teacher; 1.0 FTE Hastings High School	\$175 / Day	N/A	March 19, 2024 to April 23, 2024 (Approximate Dates)
Gustafson, Nicole	Math Teacher; 1.0 FTE Hastings Middle School	\$75,354 Annually	ED MN - Teachers	February 15, 2024

Hagen, Emma	Paraprofessional Sub; Hours Vary District Wide	\$19.40 / Hour	N/A	May 1, 2024
Iverson, Danielle	Sub Nurse; Hours Vary District Wide	\$31.42 / Hour	N/A	March 19, 2024
Nelson, Elizabeth	Cook; 5.75 Hours / Day Hastings High School	\$20.45 / Hour	Food Service	February 20, 2024
Novalany, Renee	Kids Campus Assistant; 2.5 Hours / Day McAuliffe & Pinecrest Elementary	\$16.70 / Hour	Comm Ed Para	January 30, 2024
Tucker, Joe	Custodian; 8 Hours / Day Hastings High School	\$18.20 / Hour	Custodian	February 6, 2024

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Clark, Dave	Approve	Lead Custodian; 8 Hours / Day Kennedy Elementary	Custodian	March 27, 2024 to April 10, 2024 (Approximate Dates)
Ganrud, Patty	Approve	Lead Custodian; 8 Hours / Day Hastings High School	Custodian	March 4, 2024 to April 19, 2024 (Approximate Dates)
Korenchen, Anne	Approve	Math Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	March 25, 2024 to June 7, 2024 (Approximate Dates)
Kummer, Bruce	Approve	Custodian; 8 Hours / Day Pinecrest Elementary	Custodian	February 5, 2024 to May 5, 2024 (approximate Dates)
Sheehan, Cyndi	Approve	Social Worker; 1.0 FTE Hastings Middle School	ED MN - Teachers	February 2, 2024 to May 1, 2024 (Approximate Dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Anderson, Mikah	Lunch / Recess Aide; 2.5 Hours / Day Pinecrest Elementary	Lunch / Recess Aide; 3 Hours / Day Pinecrest Elementary	ED MN - ESP	January 24, 2024
Donlan, Katie	Science Teacher; 1.0 FTE Hastings Middle School	Science Teacher; 1.167 FTE Hastings Middle School	ED MN - Teachers	January 22, 2024 to June 7, 2024
Ekvall, Marijana	Speech Language Pathologist; .5 FTE Pinecrest Elementary	Speech Language Pathologist; .6 FTE Pinecrest Elementary	ED MN - Teachers	January 29, 2024 to April 18, 2024
Ellsworth, Margaret	Paraprofessional; 6.25 Hours / Day \$19.85 / Hour Hastings Middle School	Paraprofessional; 6.25 Hours / Day \$20.35 / Hour Pinecrest Elementary	ED MN - ESP	January 22, 2024

Gullicks, Kristin	Science Teacher; 1.0 FTE Hastings Middle School	Science Teacher; 1.167 FTE Hastings Middle School	ED MN -Teachers	January 22, 2024 to June 7, 2024
Haas, Josef	Science Teacher; 1.0 FTE Hastings Middle School	Science Teacher; 1.16 FTE Hastings Middle School	ED MN -Teachers	January 22, 2024 to June 7, 2024
Monson, Jessica	Cook; 6.25 Hours / Day Hastings Middle School	Sub Cook; Hours Vary District Wide	N/A	February 12, 2024



February 15, 2024
Revised February 16, 2024

Jennifer Seubert, Director of Business
Independent School District #200
1000 West Eleventh Street
Hastings, Minnesota 55033

Re: Independent School District #200
Kennedy Elementary and McAuliffe Elementary Grease Interceptors
Commission No. 202185A

Dear Jen:

During recent construction projects at Kennedy and McAuliffe Elementary Schools, the City of Hastings inspector determined that both kitchens produce grease in "quantities that can effect line stoppage or hinder sewage treatment". To comply with Metro Council Waste Discharge Rules and Minnesota Plumbing Code, the inspector directed Independent School District #200 to install grease interceptors at both schools.

We have received two quotes for the grease interceptor project at Kennedy and McAuliffe Elementary Schools.

We have reviewed the quote from the apparent low-quoter, Northern Air Corporation, and have determined it to be a fair value to the District.

Our recommendation, in summary, is to award the Contract to Northern Air Corporation, as follows:

Base Quote: \$ 23,500

Upon approval from the School Board, we will forward Contracts to Northern Air Corporation 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

A handwritten signature in black ink, appearing to read "Kyle Edsten".

Kyle Edsten | P.E.
Associate

Enclosure

cc: Cameron Peterson, ISD #200
Sal Bagley, Wold

TD/Admin/MN/ISD_200/202185A/crsp/2024.02.16 Revised Letter to Jen Seubert

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

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name: KENNEDY ES AND MCAULIFFE ES GREASE INTERCEPTORS

BID TABULATION

Commission No.: 202185A
 Date: 2/15/2024
 Time: 10:00a

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

BIDDERS' NAMES:	ADDENDUM NUMBERS:	BID SECURITY:	BASE BID:				REMARKS:
NORTHERN AIR CORPORATION 1001 LABORE INDUSTRIAL COURT VADNAIS HEIGHTS, MN 55110 P: 651 490 9868			\$23,500.00				
SIGNATURE MECHANICAL 8260 ARTHUR STREET NE, STE A SPRING LAKE PARK, MN 55432 P: 763 788 9844 F: 763 788 9868			\$39,000.00				

SECTION 00 41 13
QUOTE FORM
INDEPENDENT SCHOOL DISTRICT #200
KENNEDY ELEMENTARY SCHOOL AND MCAULIFFE ELEMENTARY SCHOOL GREASE
INTERCEPTORS

QUOTE TO:

Wold Architects and Engineers
Attn: Kyle Edsten, kedsten@woldae.com

QUOTE DUE:

4:00 p.m. on January 26, 2024

1. Contractor agrees to complete the Project by March 15, 2024. It is anticipated the building will be ready for work on March 11, 2024. Submittals and permitting shall begin immediately upon acceptance of quote.
 2. Each quote must include all costs for items required to complete all work, including all necessary material(s), overhead, profit and applicable taxes, freight, handling, installation, etc.
 3. Contractor is to submit shop drawings/sample panels/samples to Architect for approval prior to work on those items as noted in the project manual.
 4. The Contractor shall apply ad pay for the building permit.
 5. The cost of a Performance Bond and Labor and Material Bond in the amount of 100% of the quoted priced is included in the quote, if progress payments are expected by Contractor.
 6. The cost of liability insurance to meet current state statues is included in the quote. The Owner will carry "all-risk" property insurance.
 7. I understand final payment cannot occur until the following documents are provided:
 - a. Minnesota Tax Form IC-134
 - b. Consent of Surety to Final Payment AIA Document G707
 - c. Contractor's Affidavit of Payment of Debts and Claims, AIA Document G706
 - d. Contractor's Affidavit of Release of Liens, AIA Document G706A
 8. I understand this quote may not be withdrawn for a period of thirty (30) days from the date quotes are due.
- B. Responsible Contractor Compliance
1. By signing this quote form, I am an Owner or Officer of the firm name listed on the quote form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

BASE QUOTE: THE SUM OF:

Twenty three thousand five hundred an no/00 Dollars \$ 23,500.00

DATE February 14, 2024

FIRM NAME NAC

OFFICIAL ADDRESS 1001 Labore Industrial Court
Vadnais Heights, MN 55110

TELEPHONE NUMBER (651) 490-9868

FAX NUMBER ()

BY Travis Hoff 

TITLE Construction Executive

END OF SECTION 00 41 13

SECTION 00 41 13
QUOTE FORM
INDEPENDENT SCHOOL DISTRICT #200
KENNEDY ELEMENTARY SCHOOL AND MCAULIFFE ELEMENTARY SCHOOL GREASE
INTERCEPTORS

QUOTE TO:

Wold Architects and Engineers
Attn: Kyle Edsten, kedsten@woldae.com

QUOTE DUE:

4:00 p.m. on January 26, 2024

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 8. I understand this quote may not be withdrawn for a period of thirty (30) days from the date quotes are due.
- B. Responsible Contractor Compliance
1. By signing this quote form, I am an Owner or Officer of the firm name listed on the quote form and I verify under oath that as a Prime Contractor I am in compliance with the Responsible Contractor criteria as defined in Minnesota Statute 16C.285, subd. 3.

BASE QUOTE: THE SUM OF:

Thirty Nine thousand — Dollars \$ 39,000.00

DATE 1-26-24

FIRM NAME Signature Mechanical

OFFICIAL ADDRESS 8260 Arthur Street NE (Suite A)
Spring Lake Park, MN 55432

TELEPHONE NUMBER (763) 788-9844

FAX NUMBER (763) 788-9868

BY Adam Buller Adam Buller

TITLE Project manager

END OF SECTION 00 41 13

SECTION 00 41 15
MN RESPONSIBLE CONTRACTOR COMPLIANCE AFFIDAVIT

The undersigned, the Owner or Officer of Signature Mechanical (Prime or Sub-Contractor Name) verify under oath that as a contractor I am in compliance with the following minimum criteria per Minnesota Statute 16C.285 Subd. 3:

- 1 The contractor:
 - a Is in compliance with workers' compensation and unemployment insurance requirements;
 - b Is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
 - c Has a valid federal tax identification number or a valid Social Security number if an individual; and
 - d Has filed a certificate of authority to transact business in Minnesota with the secretary of state if a foreign corporation or cooperative;
- 2 The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:
 - a Repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
 - b Has been issued an order to comply by the commissioner of labor and industry that has become final;
 - c Has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
 - d Has been found by the commissioner of labor and industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
 - e Has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
 - f Has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction.
 - g Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;
- 3 The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;
- 4 The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;
- 5 The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;
- 6 The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and
- 7 All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses 1 to 6.

Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.

CONTRACTOR OR SUBCONTRACTOR

Signature Mechanical

By: [Signature]

Its: PRESIDENT

STATE OF Minnesota)

COUNTY OF Anoka)

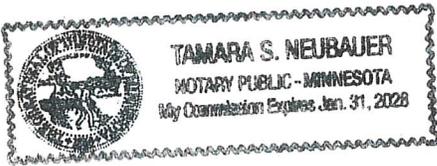
Sworn to and subscribed to before me this 30 day of Jan, 20 24.

Notary Public, Anoka County, State of Minnesota

My Commission Expires: 01/31/28

END OF SECTION 00 41 15

[Signature]





**RECOMMENDATION FOR APPROVAL
AGREEMENT FOR
LICENSED COMMUNITY EDUCATION COORDINATOR**

February 21, 2024

Administration recommends approval of the 2023-2024 Licensed Community Education Coordinator Agreement.

Submitted by: Cathy Moen, Director of Human Resources

AGREEMENT
Between
INDEPENDENT SCHOOL DISTRICT
NO. 200
And
COMMUNITY EDUCATION
LICENSED COORDINATORS



Effective
July 1, 202~~3~~¹ through June 30, 202~~3~~⁴

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(NOTE: WILL BE UPDATED AFTER CHANGES ACCEPTED)

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EMPLOYMENT PROVISIONS
for
HASTINGS DISTRICT 200
COMMUNITY EDUCATION LICENSED COORDINATOR

2023~~4~~-2024~~3~~

ARTICLE I

Section 1. Parties

~~THIS MEMORANDUM OF AGREEMENT, This Agreement~~ entered into between the School Board, Independent School District 200, Hastings, Minnesota, hereinafter referred to as the School Board ~~or School District~~ and the District 200 Community Education Licensed Coordinators provides the terms and conditions of employment for the District 200 Community Education Licensed Coordinators during the term of this Agreement.

ARTICLE II EMPLOYEE REPRESENTATIVE

Section 1. Appropriate Unit:

The Independent School District 200 Community Education Licensed Coordinators shall represent all the employees of the ~~School~~ ~~District~~ as defined in this Agreement. Namely: The Early Childhood Programs Coordinator

Section 2. Recognition:

The School Board recognizes that the District 200 Community Licensed Education Coordinators shall have those rights and duties as described in the provisions of this ~~Memorandum of~~ Agreement.

Section 3. Legal Rights:

Nothing contained in this Agreement shall deny or restrict either the ~~sSchool~~ ~~dDistrict~~ or the employee regarding any rights under existing State or Federal Laws or regulations.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment:

Shall mean the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees, but does not mean educational policies of the ~~sSchool~~ ~~dDistrict~~.

Section 2.

~~The District 200 Community Education Licensed Coordinators shall mean any person employed by the School Board in a capacity exclusively associated with District 200 Community Education program offerings.~~

Section 23. Work Year:

The work year of the employees shall be determined based upon the needs of the programs(s). The ~~s~~School ~~d~~District shall determine the work schedule and the number of regular employees based on program needs and funds available to operate said program(s).

Section 34. License

Coordinators must maintain current licensure in area of assignment.

Certified coordinators who permit their license to expire will be placed on probation for one year and given the opportunity to renew their license. If the coordinator is unable to obtain or renew their license, this will be just cause for termination.

ARTICLE IV SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights:

The District 200 Community Education Licensed Coordinators recognize that the ~~s~~School ~~b~~Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities:

The District 200 Community Education Licensed Coordinators recognize the right and obligation of the ~~s~~School ~~b~~Board to efficiently manage and conduct the operation of the ~~s~~School ~~d~~District within its legal limitations and with its primary obligation to provide educational opportunities for the students of its district.

Section 3. Effect of Laws, Rules and Regulations:

The District 200 Community Education Licensed Coordinators recognize that all employees covered by this Agreement and all provisions of this ~~a~~Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal government agencies. Any provisions of this ~~a~~Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights:

The foregoing enumeration of ~~School~~ ~~b~~Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated to this ~~a~~Agreement are reserved to the ~~s~~School ~~b~~Board.

**ARTICLE V
EMPLOYEE RIGHTS**

Section 1. Right to View:

Nothing contained in this ~~a~~Agreement shall be construed to limit, impair or affect the right of any employee, or his/her representative, to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Community Education Licensed Coordinators; nor shall it be construed to require any employee to perform labor or services against their will.

Section 2. Right to Join

Community Education Licensed Coordinators shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Coordinators in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such coordinators with the ~~s~~School ~~b~~B~~o~~ard of such unit.

Section 3. Personnel Files

~~Pursuant to M.S. 125.12, Subds. 6 and 14, as amended, relating to individual coordinator records—access and expungement;~~ ~~a~~All evaluations and files relating to each individual coordinator shall be available during regular school business hours to each individual coordinator upon his/her written request. The coordinator shall have the right to reproduce any of the contents of the files at the coordinator's expense and to submit for inclusion in the file written information in response to any material contained therein, provided, however, the ~~s~~School ~~d~~District may destroy such files as provided by law. The ~~s~~School ~~d~~District shall expunge from a coordinator's file any material found to be false or substantially inaccurate through the grievance procedure. Whenever any material is to be permanently removed from the personnel file, it shall be forwarded to the coordinator.

Section 4. Meet and Confer

~~The Community Education Licensed Coordinators shall have the right to meet and confer with the school district to discuss policies and those matters relating to coordinators' employment not included under Section 179.63, Subd. 18, pursuant to Section 179.73 of the P.E.L.R.A.~~

**ARTICLE VI
LENGTH OF THE SCHOOL YEAR**

Per ~~Article VII of the~~ Education Minnesota Hastings ~~Contract~~ Master Agreement - 1.0 FTE = 184 days (1472 hours). ~~a~~A stretch calendar may be used dependent upon the program.

**ARTICLE VII
PROFESSIONAL TEACHING DAY**

Per ~~Article VII of the~~ Education Minnesota Hastings Master Agreement~~Contract~~.

**ARTICLE VIII
RATES OF PAY**

Per [Article X and Appendix A of the Education Minnesota Hastings Master Agreement Contract](#).

Salary Schedule:

Year	Position	Name	Lane	Step	FTE	Salary
2021-2022	ECP Licensed Coordinator	Angie McGinnis	MA	0-1	1.00	\$76,047
2022-2023	ECP Licensed Coordinator	Angie McGinnis	MA	0-2	1.00	\$77,568
2023-2024	ECP Licensed Coordinator	Angie McGinnis	MA	0-4	1.0	\$79,304

~~Section 10.~~ Extended Days

Year	Position	Name	# of 8 hour extended days
2021-2022	ECP Licensed Coordinator	Angie McGinnis	15 Days = \$6199.35
2022-2023	ECP Licensed Coordinator	Angie McGinnis	15 Days = \$6323.40
2023-2024	ECP Licensed Coordinator	Angie McGinnis	15 Days = \$6,465

**ARTICLE IX
EXTRA COMPENSATION**

Per [Article X of the Education Minnesota Hastings Master Agreement Contract](#).

**ARTICLE X
GROUP INSURANCE**

Per [Article XI of the Education Minnesota Hastings Master Agreement Contract](#).

**ARTICLE XI
LEAVES OF ABSENCE**

Per [Article XII of the Education Minnesota Hastings Master Agreement Contract](#).

**~~ARTICLE XII, XIII, XIV~~
~~Not Applicable~~**

**ARTICLE ~~XIV~~
SEVERANCE PAY**

Per [Article XVI of the Education Minnesota Hastings Master Agreement Contract](#).

**ARTICLE XIII
Memorandum of Understanding
Tax Deferral of Severance Pay**

ARTICLE ~~XIV~~
EVALUATIONS/UNRESOLVED ISSUES

Section 1. Evaluations

Evaluations shall be made by the Director of Community Education. The performance of all coordinators shall be evaluated in writing.

Three copies of the written evaluation shall be executed and signed by the coordinator and supervisor. One copy will be retained by the coordinator; one copy retained by the ~~Community Ed Licensed Coordinator~~ supervisor; and one copy filed with their personnel file.

Objections: In the event the coordinator feels an evaluation was incomplete or unjust, the coordinator may put objections in writing, have them attached to the evaluation report to be placed in his/her personnel file.

Section 2. Unresolved Issues

If an issue surfaces between the Community Education Licensed Coordinator(s) and the Community Education Director, the Coordinator shall submit a letter to the Director outlining the disagreement.

The Director shall respond to the Coordinator(s), in writing, within ten ~~(10)~~ working days.

If the Coordinator(s) issue remains unresolved, the Coordinator(s) may submit their concerns to the Superintendent of Schools for resolution.

ARTICLE ~~XIV~~
MISCELLANEOUS

Section 1. Signed Copies

There shall be two ~~(2)~~ signed copies of the final Agreement for the purpose of record: one ~~(1)~~ retained by the board, one ~~(1)~~ retained by the District 200 Community Education Licensed Coordinators.

Section 2. Pay Periods

~~Effective with the 2006-2007 school year, a~~ All pay dates shall be on the 5th and the 20th of the month.

Section 3. Resignation

The resignation shall be turned in at least four ~~(4)~~ weeks in advance of leaving; Coordinators shall submit a letter of resignation to the Community Education Director stating reasons for leaving. The director will submit this letter of resignation to the ~~superintendent~~ Director of Human Resources who will present it to the Board of Education at their next regular meeting for acceptance.

Section 4. Conferences and Workshops

Upon approval of the Director of Community Education, the coordinator may attend appropriate conferences and workshops which are designed to improve their skills and knowledge in the area of employment within the department.

Section 5. Payment of Dues

~~The Community Education Department will reimburse a sum not to exceed \$150.00/year in the Minnesota Community Education Association and the National Community Education Association for each coordinator for 1995-96. Any coordinator who desires to upgrade their membership in these organizations shall pay the difference in dues. Coordinators must submit receipt of membership payment to receive reimbursement of dues in these two organizations.~~

Section 56. Tax Sheltered Annuities

The ~~s~~School ~~d~~District shall make available to the coordinators the payroll deduction program for tax sheltered annuities.

Section 67. Job Postings

All job postings will be posted for a minimum of five (5) work days in each building (including the administration offices) on bulletin boards which have been designated for notices and postings.

Section 78. Mileage Allowance

~~Effective July 1, 2006, t~~The School ~~d~~District will pay the IRS rate per mile for authorized use personal cars in connection with Community Education business.

ARTICLE XVI
DURATION

Section 1.

THIS AGREEMENT shall remain in full force and effect for a period commencing on July 1, 202~~3~~⁴ through June 30, 202~~4~~³. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ~~ninety (90)~~ days prior to the expiration of this Agreement.

In the event a new Agreement is not in effect on July 1, 202~~4~~³, all compensation and working conditions remain in effect as set forth in this Agreement until a successor Agreement is affected.

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

FOR:
Community Education
Licensed Coordinator

FOR:
ISD #200, Hastings Public Schools
HASTINGS, MINNESOTA 55033

Chairperson

Angie McGinnis ECP Licensed Coordinator

~~Superintendent~~ School District Representative

Date

Date



RECOMMENDATION FOR APPROVAL OF UPDATED NON-CONTRACTED RATES

February 21, 2024

In an effort to continue to remain competitive with surrounding districts, it is necessary to increase the sub rate for our food service substitutes.

In addition, for the purpose of providing clarity, the nursing substitute rates have been added to this list. There is no change in the rates.

The revised Non-Contracted Rates of Pay document is attached.

Administration recommends approval of the updated non-contracted rates, effective February 21, 2024.

Submitted by: Cathy Moen, Director of Human Resources



HASTINGS PUBLIC SCHOOLS
NON-CONTRACTED RATES OF PAY
Updated February 16, 2024

POSITION	HOURLY RATE
Accompanist	\$35.00
Activities/Athletics	
Athletic Trainer/Lifeguard	\$25.00
High School Officials	Per the Metro Officials Fee Structure
Middle School Officials	See MS Official Pay Schedule
Raiders Express Coach	\$20.00
Raiders Express Lead	\$25.00
School Activities/Athletic Event Workers/Ticket Takers (Effective 6.1.23)	\$18.00
Section/Region/State/MSHSL Events	Per Respective Event Guidelines
Site Managers	\$22.00
Table Workers	\$20.00
AVID Tutors (non-student)	\$12.50
Community Ed Instructors	As Negotiated
Crossing Guards (Pd through City of Hastings)*	\$14.25
Drivers Ed Instructors (Classroom and Behind the Wheel)	\$34.00
Early Childhood Program Assistant (Less than 10.5 hours)	\$18.00
Educational Support Professional	
Instructional Assistant (School year only)	\$19.40
Instructional Assistant (Non-IEP Outside of Reg. School Day, Summer School, Targeted Svcs.)	\$18.00
Student Assistant (Lunchroom/Playground)	\$16.37
Food Service	
Cook Assistant	\$17.00
Interpreters**	\$30.00
Light/Sound Technician (Facilities)	\$26.00
Light/Sound Assistant	\$11.00
Nurses	
Non-Public Nurse (RN)	\$33.68
Substitute LPN	\$25.98
Substitute RN	\$31.42
School Age Care (SAC)	
SAC Program Assistant (Less than 10.5 hrs/wk)	\$15.30
Summer SAC Assistant***	\$15.30
Summer SAC Program Lead***	\$21.50
Site/Facilities/Open Gym Supervisor	\$15.00
Snow Plow (Temporary)	\$21.50
Student Workers/Assistants	\$11.00
Substitute Teacher	\$175.00/day
Substitute Teacher (Floating and Short Call Pilot through MDE)	\$200/day
Summer Grounds/Custodial	\$15.00
Summer Grounds - Large Mower	\$15.50
Temporary Clerical / Tech Support / Other Support Staff***	\$17.84
Test Proctors***	\$20.00

* Rate subject to contract with City

** Rate rounded to nearest quarter hour

*** Current employees will be paid at their regular hourly/contract rate of pay



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

Hastings School District 2024 Legislative Priorities

To continue our ability to provide high quality learning environments that maximize every student's potential, Hastings School District has established the following priorities for the 2024 legislative session:

- Continue to hold harmless on Compensatory Education funding
- Fully fund unemployment and Earned Sick and Safe Time (ESST)
- Fully Fund the READ Act
- Reduce or close cross-subsidies for Special Education and English Language programs
- No unfunded mandates and honor local control and managerial rights
- Repeal the requirement for boards to negotiate e-learning days and class size
- Increase student-centered learning opportunities by creating alternative pathways to graduation and allowing students to earn credit for learning wherever it occurs

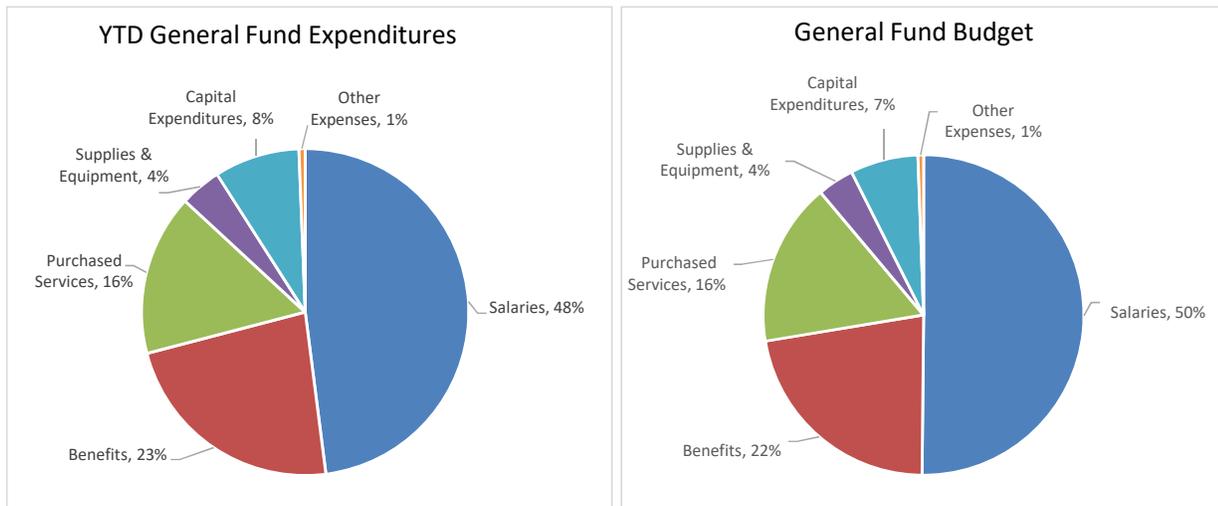
HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: January 2024

EXPENDITURE TOTALS

	FY 2024 Budget (REV)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	33,508,317	3,066,033	14,593,753	18,914,564	44%
200 Benefits	14,866,318	1,183,006	6,982,532	7,883,786	47%
300 Purchased Services	11,028,943	1,076,008	4,860,378	6,168,566	44%
400 Supplies & Equipment	2,476,105	130,446	1,231,577	1,244,528	50%
500 Capital Expenditures	4,559,335	146,554	2,568,069	1,991,266	56%
800 Other Expenses	383,873	55,551	188,123	195,751	49%
	66,822,892	5,657,598	30,424,431	36,398,461	46%
Food Service Fund (02)	3,696,765	472,473	1,672,793	2,023,973	45%
Community Service Fund (04)	2,849,349	213,894	1,544,824	1,304,525	54%
Building Construction Fund (06)	5,009,085	117,895	1,866,009	3,143,076	37%
Debt Service Fund (07)	3,871,750	3,688,125	3,870,700	1,050	100%
Student Activities Fund (10)	250,000	19,327	97,699	152,301	39%
Deferred Accounts- Donations/Misc Fund (11)	640,619	43,379	255,831	384,788	40%
Scholarships Fund (12)	120,000	79,650	103,650	16,350	86%
Totals	\$83,260,460	\$10,292,342	\$39,835,936	\$43,424,524	

** 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	1/1/2024	1/31/2024	2,216,027	Pay dates 1/5 and 1/19 Bd. Share \$459,890
Liability Checks & Wires	1/1/2024	1/31/2024	1,555,315	
Total			\$3,771,342	

FINANCE DISBURSEMENTS

Checks & Wires	1/1/2024	1/31/2024	6,229,719
Total			\$6,229,719

SELF-FUNDED INSURANCE

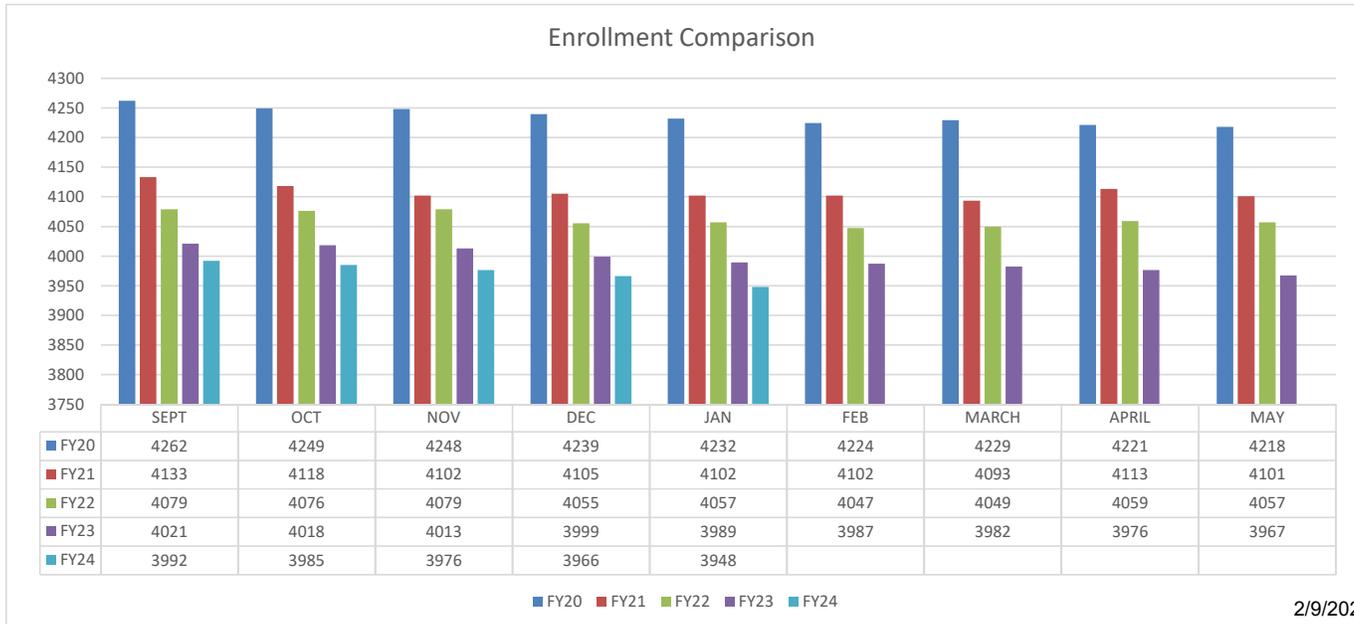
	Revenue YTD	Expenses YTD	YTD Balance
Dental	449,006	360,520	\$88,486
Health	5,316,759	4,837,976	\$478,783

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
1/5/2024	MSDLAF General	MSDLAF AP	96,504.92	Accounts Payable
1/5/2024	MSDLAF General	MSDLAF Payroll	1,716,931.86	Payroll
1/5/2024	MSDLAF General	MSDLAF Flex	16,387.58	Payroll
1/5/2024	MSDLAF General	MSDLAF Health Self Funded	27,833.52	Health Insurance
1/8/2024	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
1/10/2024	MSDLAF ScholarshipMAX	MSDLAF Scholarship	75,000.00	Exchange
1/12/2024	MSDLAF General	MSDLAF AP	552,863.93	Accounts Payable
1/16/2024	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
1/16/2024	MSDLAF General	Vermillion Bank	12,526.18	Local Receipts
1/16/2024	MSDLAF General	MSDLAF AP	302,961.94	Accounts Payable
1/16/2024	MSDLAF General	MSDLAF Payroll	423,773.94	Payroll
1/17/2024	MSDLAF General	MSDLAF AP	62,439.88	Accounts Payable
1/18/2024	MSDLAF General	MSDLAF Health Self Funded	27,633.52	Health Insurance
1/19/2024	MSDLAF General	MSDLAF Health Self Funded	143,580.07	Health Insurance
1/19/2024	MSDLAF General	MSDLAF Payroll	1,625,980.30	Payroll
1/19/2024	MSDLAF General	MSDLAF Flex	16,566.14	Payroll
1/19/2024	MSDLAF General	MSDLAF AP	154,778.86	Accounts Payable
1/22/2024	Merchants Bank	MSDLAF General	150,000.00	Local Receipts
1/23/2024	MSDLAF General	MSDLAF Health Self Funded	10,842.75	Health Insurance
1/26/2024	MSDLAF GeneralMAX	MSDLAF General	2,000,000.00	Exchange
1/26/2024	MSDLAF General	MSDLAF AP	4,675,246.65	Accounts Payable
1/29/2024	MSDLAF General	MSDLAF Health Self Funded	714,525.57	Health Insurance
1/29/2024	MSDLAF General	MSDLAF Payroll	3,523.02	Payroll
1/29/2024	MSDLAF General	MSDLAF Dental Self Funded	62,146.96	Dental Insurance
1/30/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/31/2024	MSDLAF General	MSDLAF AP	390,958.25	Accounts Payable
1/31/2024	MSDLAF General	MSDLAF Scholarship	1,332.00	Local Receipts
			\$13,389,337.84	

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	259	HAHS	34
1	286	High School	1354
2	276	Middle School	1172
3	290	Kennedy Elementary	459
4	277	Pinecrest Elementary	444
5	287	McAuliffe Elementary	485
6	307		3948
7	293		
8	285		
9	364		
10	360	Elementary	1388
11	330	Middle School	1172
12	334	High School/HAHS	1388
	3948	Total District	3948



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 1/31/2024

Crs Code	Activity Account	Balance 7/1/2023	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 1/31/2024
601	Art Club	489.27	0.00	48.61	440.66	3.6437	444.30
608	AVID	3,024.06	901.00	144.72	3,780.34	27.5450	3,807.88
602	Band	1,033.95	19,593.36	683.25	19,944.06	98.7247	20,042.78
604	Baseball	242.36	0.00	0.00	242.36	1.9379	244.30
605	Basketball - Boys	2,249.20	0.00	2,087.89	161.31	6.5887	167.90
609	Choir Tour	546.42	2,864.00	2,864.00	546.42	4.3691	550.79
610	Cross Country Running	74.60	1,289.00	1,081.12	282.48	2.5156	285.00
613	Fellowship Christian Athletes (FCA)	826.02	1,573.00	844.48	1,554.54	11.5731	1,566.11
614	Football	1,450.41	0.00	0.00	1,450.41	11.5972	1,462.01
615	Gymnastics	2,531.20	0.00	0.00	2,531.20	20.2390	2,551.44
616	French Honor Society (FHS)	1,716.75	72.00	99.69	1,689.06	13.5633	1,702.62
622	Marching Band	20,178.35	25,144.34	37,989.00	7,333.69	109.4065	7,443.10
675	INTEREST EARNED	0.00	1,322.39	0.00	1,322.39	-	0.00
623	National Honor Society (NHS)	2,348.30	744.00	113.66	2,978.64	21.9545	3,000.59
625	Nordic Skiing	153.60	1,440.00	0.00	1,593.60	6.5423	1,600.14
626	Orchestra	271.96	0.00	0.00	271.96	2.1745	274.13
627	Outdoor Club	0.16	0.00	0.16	0.00	0.0004	0.00
618	Peer Helpers	37.19	0.00	19.24	17.95	0.1909	18.14
632	Show Choir	5,978.31	82,798.73	33,637.27	55,139.77	276.0964	55,415.87
643	Soccer - Boys	286.99	0.00	286.99	0.00	0.7061	0.71
647	Spanish Club	11,260.05	3,138.00	1,779.14	12,618.91	93.7223	12,712.63
650	Student Council	59,545.20	3,915.00	6,623.78	56,836.42	457.5538	57,293.97
652	Tennis - Boys	3,190.68	0.00	27.77	3,162.91	25.3071	3,188.22
653	Tennis - Girls	243.27	1,036.00	320.88	958.39	6.6910	965.08
655	Thespians	601.44	0.16	49.88	551.72	4.4417	556.16
656	Track	9,549.31	0.00	3,248.00	6,301.31	56.3771	6,357.69
654	Ultimate Frisbee	417.68	0.00	87.42	330.26	2.6945	332.95
659	Wrestling	5,229.57	0.00	4,395.50	834.07	11.6836	845.75
665	Middle School Yearbook	1,557.83	0.00	1,046.59	511.24	4.7315	515.97
666	Middle School Student Council	5,086.25	0.00	219.48	4,866.77	39.8187	4,906.59
		140,120.38	145,830.98	97,698.52	188,252.84	1,322.3900	188,252.84

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

January 2024 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	23,000,000.00	0.00	0.00	23,000,000.00
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	486,000.00	486,000.00	486,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	0.00	0.00	2,000,000.00
TOTALS	25,496,000.00	486,000.00	486,000.00	<u>25,496,000.00</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	23,000,000.00	0.00	23,000,000.00
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	2,000,000.00	0.00	2,000,000.00
TREASURER'S BALANCE	25,496,000.00	0.00	<u>25,496,000.00</u>

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

January 2024 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	6,877,278.99	6,314,816.39	(5,746,016.30)	7,446,079.08
FOOD SERVICE FUND - 02	941,201.38	35,083.88	(367,804.13)	608,481.13
COMMUNITY ED - 04	739,101.54	161,004.71	(176,113.26)	723,992.99
BUILDING CONSTRUCTION - 06	3,230,077.81	14,562.97	(68,074.52)	3,176,566.26
DEBT REDEMPTION - 07	20,236,643.44	0.00	(3,684,484.00)	16,552,159.44
STUDENT ACTIVITY FUND -10	183,906.88	22,873.14	(19,327.18)	187,452.84
DEFERRED ACCOUNTS - 11	661,555.19	31,633.83	(32,653.55)	660,535.47
SCHOLARSHIP - 12	276,075.96	2,242.14	(79,650.00)	198,668.10
TRUST - 18	62,042.18	0.00	86.40	62,128.58
DENTAL SELF FUNDED - 20	760,283.64	3,471.28	33,620.85	797,375.77
HEALTH SELF FUNDED -21	2,694,488.52	212,731.61	(189,354.24)	2,717,865.89
OPEB PERA/CE TRUST - 45	6,230,979.05	0.00	(11,515.48)	6,219,463.57
TOTALS	42,893,634.58	6,798,419.95	(10,341,285.41)	39,350,769.12

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	80,497.03	0.00	0.00	27.70	80,524.73
MSDLAF AP	662,071.84	(558,236.00)	0.00	(82.65)	103,753.19
MSDLAF Payroll	144,326.34	(46,098.12)	0.00	(950.49)	97,277.73
MSDLAF Scholarship	208,668.10	(10,000.00)	0.00	0.00	198,668.10
MSDLAF General	10,061,054.40	0.00	18,503.18	0.00	10,079,557.58
MSDLAF Flex	50,602.32	0.00	0.00	0.00	50,602.32
MSDLAF Dental Self Funded	797,375.77	0.00	0.00	0.00	797,375.77
MSDLAF Health Self Funded	2,773,553.49	(133.92)	0.00	(52,319.92)	2,721,099.65
MSDLAF Bond Proceeds	3,193,659.86	(17,093.60)	0.00	0.00	3,176,566.26
Vermillion Bank	190,514.36	(336.69)	0.00	0.00	190,177.67
MidAmerica - CE Trust	62,128.58	0.00	0.00	0.00	62,128.58
OPEB PERA/CE Trust Account	6,846,835.17	0.00	0.00	0.00	6,846,835.17
US Bank Escrow	15,113,702.37	0.00	0.00	(167,500.00)	14,946,202.37
TREASURER'S BALANCE	40,184,989.63	(631,898.33)	18,503.18	(220,825.36)	39,350,769.12

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	P407MB	105636		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	01/15/2024	27.49
Bank Total: \$27.49													
USAP	P40701	105446	831763	Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	01/05/2024	18,296.11
USAP	P40715	105633	831853	Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	01/15/2024	2,803.16
USAP	P40715	105634	832519	Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	01/15/2024	101.00
USAP	P40715	105635	833696	Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	01/15/2024	4,726.85
USAP	P40704	105693	833697	Wire	1	2855	US BANK	C Corporation	No	Yes	No	01/26/2024	4,499,062.50
USAP	P40704	105694	833698	Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	01/26/2024	24,291.35
USAP	P40730	105730	833699	Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/31/2024	5.57
USAP	P40730	105731	833700	Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	01/31/2024	139.76
USAP	P40730	105732	833701	Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	01/31/2024	41,548.00
USAP	P31104	102917	833702	Check	1	11633	YANG, VATOUA		Yes	Yes	Yes	01/18/2024	(10.74)
USAP	P31201	103043	833703	Check	1	11633	YANG, VATOUA		Yes	Yes	Yes	01/18/2024	(8.45)
USAP	P40204	103941	833704	Check	1	9186	SEMBDA	Other	Yes	Yes	Yes	01/18/2024	(126.00)
USAP	P40701	105448	833705	Check	1	10720	ANDERSON, BRENT		Yes	Yes	No	01/05/2024	279.99
USAP	P40701	105456	833706	Check	1	11767	AUTUMN DALIN		Yes	Yes	No	01/05/2024	227.42
USAP	P40701	105472	833707	Check	1	9066	BAKKER, PAUL	Other	Yes	Yes	No	01/05/2024	32.75
USAP	P40701	105467	833708	Check	1	5226	BJORKLUND COMPENSATION CONSUL	Ind/Sole Proprietor	Yes	Yes	No	01/05/2024	150.00
USAP	P40701	105470	833709	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	01/05/2024	5,707.02
USAP	P40701	105465	833710	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	Yes	No	01/05/2024	16,294.78
USAP	P40701	105458	833711	Check	1	11841	CHAMPA, TAMMY		Yes	Yes	No	01/05/2024	47.29
USAP	P40701	105471	833712	Check	1	8741	CLARK, JAMIE		Yes	Yes	No	01/05/2024	44.54
USAP	P40701	105464	833713	Check	1	3055	CONTINENTAL CLAY COMPANY	C Corporation	Yes	Yes	No	01/05/2024	2,118.00
USAP	P40701	105459	833714	Check	1	1281	CRISIS PREVENTION INSTITUTE	C Corporation	Yes	Yes	No	01/05/2024	599.80
USAP	P40701	105468	833715	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	01/05/2024	430.35
USAP	P40701	105452	833716	Check	1	11646	DLR GROUP INC.	S Corporation	Yes	Yes	No	01/05/2024	9,108.25
USAP	P40701	105474	833717	Check	1	9325	EXCEL LEGAL COURIER	S Corporation	Yes	Yes	No	01/05/2024	100.59
USAP	P40701	105469	833718	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	01/05/2024	25.72
USAP	P40701	105455	833719	Check	1	11765	FLOURISH CONSULTING LLC	LLC - S Corp	Yes	Yes	No	01/05/2024	10,000.00
USAP	P40701	105473	833720	Check	1	9147	HEARTLAND BUSINESS SYSTEMS	LLC - S Corp	Yes	Yes	No	01/05/2024	327.50
USAP	P40701	105451	833721	Check	1	11612	HOMELAND HEALTH SPECIALISTS, INC	S Corporation	Yes	Yes	No	01/05/2024	200.00
USAP	P40701	105453	833722	Check	1	11726	HOMELAND HEALTH SPECIALISTS, INC	S Corporation	Yes	Yes	No	01/05/2024	52.07
USAP	P40701	105450	833723	Check	1	11540	JOHNSON, STEFANIE		Yes	Yes	No	01/05/2024	12.33
USAP	P40701	105447	833724	Check	1	10500	LOGAN, BOB	LLC - Partnership	Yes	Yes	No	01/05/2024	160.00
USAP	P40701	105460	833725	Check	1	1882	MRI SOFTWARE LLC	Other	Yes	Yes	No	01/05/2024	73.50
USAP	P40701	105454	833726	Check	1	11740	OFFICE OF MN IT SERVICES	C Corporation	Yes	Yes	No	01/05/2024	4,381.00
USAP	P40701	105449	833727	Check	1	10925	PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	Yes	No	01/05/2024	16,285.50
USAP	P40701	105463	833728	Check	1	2819	REMMERT EDUCATIONAL CONSULTING(Ind/Sole Proprietor	Yes	Yes	No	01/05/2024	16,285.50
USAP	P40701	105463	833729	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	01/05/2024	9,138.20

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	P40701	105466	833720	Check	1	4344	ROWAN, MARY		Yes	Yes	No	01/05/2024	21.49
USAP	P40701	105461	833721	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	01/05/2024	2,113.22
USAP	P40701	105462	833722	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	Yes	No	01/05/2024	180.00
USAP	P40701	105457	833723	Check	1	11795	UNGAR, ELIZABETH	Ind/Sole Proprietor	Yes	Yes	No	01/05/2024	97.50
USAP	P40702	105524	833724	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	Yes	No	01/12/2024	768.00
USAP	P40702	105527	833725	Check	1	11499	AQUA NORTH SOLUTIONS	Partnership	Yes	Yes	No	01/12/2024	4,802.00
USAP	P40702	105529	833726	Check	1	11558	BATAGLIA, KATHERINE		Yes	Yes	No	01/12/2024	25.42
USAP	P40702	105534	833727	Check	1	1949	BRIGHTWORKS	Other	Yes	Yes	No	01/12/2024	735.00
USAP	P40702	105532	833728	Check	1	11856	COFFEE MILL INC.	S Corporation	Yes	Yes	No	01/12/2024	825.80
USAP	P40702	105528	833729	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	Yes	No	01/12/2024	246.48
USAP	P40702	105544	833730	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/12/2024	122.41
USAP	P40702	105530	833731	Check	1	11657	ERLANDSON, ANGELA	Ind/Sole Proprietor	Yes	Yes	No	01/12/2024	2,000.00
USAP	P40702	105543	833732	Check	1	7457	EXPERIENCE SHOWS LLC	Ind/Sole Proprietor	Yes	Yes	No	01/12/2024	50.00
USAP	P40702	105547	833733	Check	1	9641	HANSEY, JACLYN	Ind/Sole Proprietor	Yes	Yes	No	01/12/2024	166.50
USAP	P40702	105531	833734	Check	1	11701	HARRIS, BRIGGAN		Yes	No	No	01/12/2024	111.44
USAP	P40702	105533	833735	Check	1	1538	HASTINGS MOTOR VEHICLE REGISTR		Yes	Yes	No	01/12/2024	446.25
USAP	P40702	105526	833736	Check	1	11207	INFINITE HEALTH COLLABORATIVE	C Corporation	Yes	Yes	No	01/12/2024	29,000.00
USAP	P40702	105545	833737	Check	1	9080	KAREN CASS FELLING, M.A., LP	Ind/Sole Proprietor	Yes	Yes	No	01/12/2024	600.00
USAP	P40702	105541	833738	Check	1	3071	KENNEDY PETTY CASH ACCOUNT		Yes	Yes	No	01/12/2024	472.01
USAP	P40702	105542	833739	Check	1	4596	MASC	Other	Yes	Yes	No	01/12/2024	250.00
USAP	P40702	105535	833740	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	01/12/2024	507,354.01
USAP	P40702	105536	833741	Check	1	2146	ORKIN PEST CONTROL INC.	C Corporation	Yes	Yes	No	01/12/2024	387.25
USAP	P40702	105525	833742	Check	1	11186	PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	01/12/2024	1,625.97
USAP	P40702	105540	833743	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	01/12/2024	488.98
USAP	P40702	105537	833744	Check	1	2424	SOUTHWEST MN STATE UNIVERSITY	Other	Yes	Yes	No	01/12/2024	110.00
USAP	P40702	105548	833745	Check	1	9892	STILLWATER ALPINE BOOSTER CLUB	Other	Yes	No	No	01/12/2024	550.00
USAP	P40702	105538	833746	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	01/12/2024	997.07
USAP	P40702	105539	833747	Check	1	2673	WORLD CUP SUPPLY, INC.	C Corporation	Yes	No	No	01/12/2024	604.34
USAP	P40702	105546	833748	Check	1	9323	YMCA	Other	Yes	Yes	No	01/12/2024	125.00
USAP	P40715	105557	833749	Check	1	1029	AIM ELECTRONICS, INC.	C Corporation	Yes	Yes	No	01/15/2024	920.85
USAP	P40715	105581	833750	Check	1	11772	AMY BROWN COUNSELING SERVICES	Ind/Sole Proprietor	Yes	Yes	No	01/15/2024	7,500.00
USAP	P40715	105618	833751	Check	1	7665	ARC DOCUMENT SOLUTIONS LLC	LLC - C Corp	Yes	Yes	No	01/15/2024	75.00
USAP	P40715	105566	833752	Check	1	10919	ARVIG	S Corporation	Yes	Yes	No	01/15/2024	1,205.95
USAP	P40715	105565	833753	Check	1	1087	ASCD	Other	Yes	Yes	No	01/15/2024	89.00
USAP	P40715	105570	833754	Check	1	11208	AUTHORS UNBOUND AGENCY	S Corporation	Yes	Yes	No	01/15/2024	2,850.00
USAP	P40715	105613	833755	Check	1	5596	BARNES & NOBLE INC	C Corporation	Yes	Yes	No	01/15/2024	223.72
USAP	P40715	105612	833756	Check	1	5112	BIO CORPORATION	C Corporation	Yes	Yes	No	01/15/2024	1,473.54
USAP	P40715	105574	833757	Check	1	1156	BIX PRODUCE COMPANY LLC	S Corporation	Yes	Yes	No	01/15/2024	1,361.05
USAP	P40715	105583	833758	Check	1	11839	CADY, PAUL	Partnership	Yes	Yes	No	01/15/2024	1,769.60

HASTINGS PUBLIC SCHOOLS

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Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40715	105623	833759	833759	Check	1	8881	CANVAS HEALTH	C Corporation	Yes	Yes	No	01/15/2024	6,153.77
USAP	P40715	105611	833760	833760	Check	1	4811	CENTER FOR EFFECTIVE SCHOOL OPI	LLC - S Corp	Yes	Yes	No	01/15/2024	9,250.00
USAP	P40715	105621	833761	833761	Check	1	7911	CENTURYLINK	C Corporation	Yes	Yes	No	01/15/2024	90.21
USAP	P40715	105584	833762	833762	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	01/15/2024	34,162.07
USAP	P40715	105585	833763	833763	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	01/15/2024	545.00
USAP	P40715	105586	833764	833764	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	Yes	No	01/15/2024	98.16
USAP	P40715	105632	833765	833765	Check	1	9747	CULINEX	S Corporation	Yes	Yes	No	01/15/2024	21,877.14
USAP	P40715	105587	833766	833766	Check	1	1299	DAKOTA COUNTY PROPERTY TAXATIO	Other	Yes	Yes	No	01/15/2024	2,472.43
USAP	P40715	105607	833767	833767	Check	1	3399	DALCO	S Corporation	Yes	Yes	No	01/15/2024	5,414.22
USAP	P40715	105575	833768	833768	Check	1	11584	DASH SPORTS LLC	LLC - S Corp	Yes	Yes	No	01/15/2024	2,454.00
USAP	P40715	105625	833769	833769	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/15/2024	934.71
USAP	P40715	105626	833770	833770	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/15/2024	144.11
USAP	P40715	105605	833771	833771	Check	1	3131	DIST OFFICE PETTY CASH FUND	S Corporation	Yes	Yes	No	01/15/2024	11.94
USAP	P40715	105615	833772	833772	Check	1	6190	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	01/15/2024	553.57
USAP	P40715	105617	833773	833773	Check	1	7631	EF EDUCATIONAL TOURS	C Corporation	Yes	No	No	01/15/2024	229.88
USAP	P40715	105588	833774	833774	Check	1	1482	GRAINGER, W.W.	C Corporation	Yes	Yes	No	01/15/2024	575.62
USAP	P40715	105604	833775	833775	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	01/15/2024	145.80
USAP	P40715	105609	833776	833776	Check	1	3718	HASTINGS PARKS & RECREATION	Other	Yes	Yes	No	01/15/2024	22,497.44
USAP	P40715	105589	833777	833777	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	01/15/2024	861.59
USAP	P40715	105568	833778	833778	Check	1	11193	HIRSCHAUER, BRITTNEY	S Corporation	Yes	Yes	No	01/15/2024	25.73
USAP	P40715	105629	833779	833779	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	01/15/2024	537.65
USAP	P40715	105608	833780	833780	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	01/15/2024	1,312.50
USAP	P40715	105619	833781	833781	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/15/2024	2,458.27
USAP	P40715	105590	833782	833782	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	01/15/2024	33,132.94
USAP	P40715	105591	833783	833783	Check	1	1679	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	01/15/2024	148.19
USAP	P40715	105614	833784	833784	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	01/15/2024	650.00
USAP	P40715	105628	833785	833785	Check	1	9080	KAREN CASS FELLING, M.A., LP	Ind/Sole Proprietor	Yes	Yes	No	01/15/2024	600.00
USAP	P40715	105577	833786	833786	Check	1	11718	KELLEY DEWALD	S Corporation	Yes	No	No	01/15/2024	4.00
USAP	P40715	105582	833787	833787	Check	1	11785	KEYSTONE INTERPRETING SOLUTION	S Corporation	Yes	Yes	No	01/15/2024	322.30
USAP	P40715	105616	833788	833788	Check	1	7121	LAKE CITY PUBLIC SCHOOLS	Other	Yes	No	No	01/15/2024	85.00
USAP	P40715	105571	833789	833789	Check	1	11287	LINDE GAS & EQUIPMENT INC	C Corporation	Yes	Yes	No	01/15/2024	96.90
USAP	P40715	105627	833790	833790	Check	1	8950	LUCID DATA CORP	S Corporation	Yes	Yes	No	01/15/2024	2,832.00
USAP	P40715	105622	833791	833791	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	Yes	No	01/15/2024	653.00
USAP	P40715	105592	833792	833792	Check	1	1891	MASBO	C Corporation	Yes	No	No	01/15/2024	125.00
USAP	P40715	105593	833793	833793	Check	1	1914	MCEA EXECUTIVE OFFICE	Other	Yes	Yes	No	01/15/2024	1,989.00
USAP	P40715	105579	833794	833794	Check	1	11760	MCSAS PRODUCTIONS LLC	Ind/Sole Proprietor	Yes	No	No	01/15/2024	200.00
USAP	P40715	105594	833795	833795	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	01/15/2024	1,259.94
USAP	P40715	105595	833796	833796	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	01/15/2024	43,847.25
USAP	P40715	105596	833797	833797	Check	1	1993	MINNESOTA SCHOOL BOARDS ASSN.	Other	Yes	Yes	No	01/15/2024	1,775.00

HASTINGS PUBLIC SCHOOLS

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40715	105610	833798	Check	1	4497	MINNESOTA TRUE TEAM TRACK	Other	Yes	No	No	01/15/2024	200.00
USAP	P40715	105573	833799	Check	1	11379	MUNSON, HANNAH		Yes	Yes	No	01/15/2024	115.68
USAP	P40715	105620	833800	Check	1	7883	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	Yes	No	01/15/2024	4,000.00
USAP	P40715	105578	833801	Check	1	11749	NOBLE CONSERVATION SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/15/2024	48,415.12
USAP	P40715	105562	833802	Check	1	10721	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	Yes	No	01/15/2024	25,803.44
USAP	P40715	105580	833803	Check	1	11771	NOVA EDUCATION CONSULTANTS	Partnership	Yes	Yes	No	01/15/2024	3,037.50
USAP	P40715	105624	833804	Check	1	8834	RAPTOR	LLC - Partnership	Yes	Yes	No	01/15/2024	3,960.00
USAP	P40715	105559	833805	Check	1	10576	RIVERSIDE INSIGHTS	LLC - Partnership	Yes	Yes	No	01/15/2024	312.79
USAP	P40715	105597	833806	Check	1	2314	RYAN MECHANICAL	S Corporation	Yes	Yes	No	01/15/2024	405.00
USAP	P40715	105631	833807	Check	1	9479	SAF-GARD SAFETY SHOE CO	S Corporation	Yes	Yes	No	01/15/2024	76.50
USAP	P40715	105630	833808	Check	1	9439	SCHERPING, ROSS OR KATIE		Yes	Yes	No	01/15/2024	95.69
USAP	P40715	105598	833809	Check	1	2341	SCHINDLER ELEVATOR CORP.	C Corporation	Yes	Yes	No	01/15/2024	331.26
USAP	P40715	105599	833810	Check	1	2387	SHERWIN WILLIAMS CO	C Corporation	Yes	Yes	No	01/15/2024	50.04
USAP	P40715	105569	833811	Check	1	11196	SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	01/15/2024	97.54
USAP	P40715	105561	833812	Check	1	10706	SOUTH VIEW MIDDLE SCHOOL	Other	Yes	No	No	01/15/2024	175.00
USAP	P40715	105600	833813	Check	1	2452	STAGES THEATRE CO INC	C Corporation	Yes	No	No	01/15/2024	826.00
USAP	P40715	105572	833814	Check	1	11378	THE JOURNAL	Ind/Sole Proprietor	Yes	Yes	No	01/15/2024	189.72
USAP	P40715	105601	833815	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	01/15/2024	2,895.88
USAP	P40715	105560	833816	Check	1	10648	TWIN CITIES DOTS AND POP LLC	Ind/Sole Proprietor	Yes	No	No	01/15/2024	1,496.40
USAP	P40715	105602	833817	Check	1	2567	U.S. BANK	C Corporation	Yes	Yes	No	01/15/2024	1,062.50
USAP	P40715	105606	833818	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	01/15/2024	16,029.48
USAP	P40715	105567	833819	Check	1	11187	VISTAR	C Corporation	Yes	Yes	No	01/15/2024	2,439.30
USAP	P40715	105563	833820	Check	1	10722	WALCOTT SOLAR LLC	LLC - Partnership	Yes	Yes	No	01/15/2024	9,136.50
USAP	P40715	105564	833821	Check	1	10723	WARSAW SOLAR LLC	LLC - Partnership	Yes	Yes	No	01/15/2024	10,551.62
USAP	P40715	105558	833822	Check	1	10452	WAYNE PETERSON ENTERPRISES	S Corporation	Yes	Yes	No	01/15/2024	1,419.60
USAP	P40715	105603	833823	Check	1	2630	WELCH VILLAGE SKI INC.	C Corporation	Yes	No	No	01/15/2024	300.00
USAP	P40715	105576	833824	Check	1	11649	YOGA BY THERESA	LLC - S Corp	Yes	Yes	No	01/15/2024	260.00
USAP	P40703	105654	833825	Check	1	6687	CLARK, DAVID		Yes	Yes	No	01/18/2024	96.21
USAP	P40703	105657	833826	Check	1	9028	DAKOTA COUNTY FINANCIAL SERVICE	Other	Yes	Yes	No	01/18/2024	6,609.06
USAP	P40703	105656	833827	Check	1	8940	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/18/2024	72.60
USAP	P40703	105642	833828	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	01/18/2024	743.00
USAP	P40703	105653	833829	Check	1	3921	FOLLETT SCHOOL SOLUTIONS INC	C Corporation	Yes	Yes	No	01/18/2024	124.12
USAP	P40703	105644	833830	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	01/18/2024	7,810.83
USAP	P40703	105645	833831	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	Yes	No	01/18/2024	135,199.40
USAP	P40703	105646	833832	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	01/18/2024	229.95
USAP	P40703	105647	833833	Check	1	1891	MASBO	C Corporation	Yes	No	No	01/18/2024	125.00
USAP	P40703	105648	833834	Check	1	1915	MCGINNIS, PETER		Yes	Yes	No	01/18/2024	22.24
USAP	P40703	105652	833835	Check	1	3150	MIDDLE SCHOOL PETTY CASH FUND		Yes	Yes	No	01/18/2024	225.95
USAP	P40703	105643	833836	Check	1	11855	MURPHY MANAGEMENT CONSULTANT	Ind/Sole Proprietor	Yes	Yes	No	01/18/2024	565.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40703	105655	833837	Check	1	8128	RSCHOOLTODAY (DWC)	C Corporation	Yes	No	No	01/18/2024	595.00
USAP	P40703	105649	833838	Check	1	2387	SHERWIN WILLIAMS CO	C Corporation	Yes	Yes	No	01/18/2024	563.86
USAP	P40703	105650	833839	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	01/18/2024	1,620.00
USAP	P40703	105651	833840	Check	1	2620	WASHINGTON COUNTY	Other	Yes	Yes	No	01/18/2024	321.83
USAP	P40704	105695	833841	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	No	No	01/26/2024	1,614.00
USAP	P40704	105715	833842	Check	1	7120	BSN SPORTS LLC	C Corporation	Yes	No	No	01/26/2024	98.00
USAP	P40704	105707	833843	Check	1	11841	CHAMPA, TAMMY		Yes	Yes	No	01/26/2024	207.21
USAP	P40704	105712	833844	Check	1	4073	COLLEGE BOARD	C Corporation	Yes	No	No	01/26/2024	907.20
USAP	P40704	105699	833845	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	01/26/2024	669.54
USAP	P40704	105714	833846	Check	1	6199	DAVIDSON, KAREN		Yes	No	No	01/26/2024	165.23
USAP	P40704	105719	833847	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	01/26/2024	28.98
USAP	P40704	105724	833848	Check	1	9926	DOOR SERVICE COMPANY OF THE TW	S Corporation	Yes	No	No	01/26/2024	1,580.00
USAP	P40704	105706	833849	Check	1	11786	ENCORE GROUP LLC	LLC - S Corp	Yes	No	No	01/26/2024	4,380.00
USAP	P40704	105716	833850	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	01/26/2024	84.30
USAP	P40704	105711	833851	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	01/26/2024	58.45
USAP	P40704	105722	833852	Check	1	9641	HANSEY, JACLYN		Yes	No	No	01/26/2024	40.30
USAP	P40704	105717	833853	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	01/26/2024	352.92
USAP	P40704	105696	833854	Check	1	10947	JAYTECH INC	C Corporation	Yes	No	No	01/26/2024	7,325.48
USAP	P40704	105713	833855	Check	1	6156	JOSTENS		Yes	No	No	01/26/2024	178.04
USAP	P40704	105720	833856	Check	1	9459	KONICA MINOLTA/LOFFLER	C Corporation	Yes	No	No	01/26/2024	2,054.00
USAP	P40704	105697	833857	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	No	No	01/26/2024	2,240.00
USAP	P40704	105723	833858	Check	1	9776	LOFFLER COMPANIES	S Corporation	Yes	No	No	01/26/2024	2,012.00
USAP	P40704	105718	833859	Check	1	8622	MAHTOMEDI HIGH SCHOOL	Other	Yes	No	No	01/26/2024	312.00
USAP	P40704	105709	833860	Check	1	1891	MASBO	C Corporation	Yes	No	No	01/26/2024	110.00
USAP	P40704	105704	833861	Check	1	11760	MCSAS PRODUCTIONS LLC	Ind/Sole Proprietor	Yes	No	No	01/26/2024	250.00
USAP	P40704	105703	833862	Check	1	11749	NOBLE CONSERVATION SOLUTIONS	LLC - Partnership	Yes	No	No	01/26/2024	40,133.22
USAP	P40704	105702	833863	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	No	No	01/26/2024	8,358.00
USAP	P40704	105708	833864	Check	1	11871	RABAAY, JOE		Yes	No	No	01/26/2024	649.95
USAP	P40704	105698	833865	Check	1	11470	RONDEAU, NICHOLAS OR AMY		Yes	No	No	01/26/2024	95.69
USAP	P40704	105701	833866	Check	1	11736	SOLIANI HEALTH LLC	LLC - Partnership	Yes	No	No	01/26/2024	1,979.25
USAP	P40704	105705	833867	Check	1	11768	TAHER INC	S Corporation	Yes	No	No	01/26/2024	57,688.00
USAP	P40704	105710	833868	Check	1	2548	T-MOBILE	C Corporation	Yes	No	No	01/26/2024	146.62
USAP	P40704	105700	833869	Check	1	11668	TWIG EDUCATION INC.	C Corporation	Yes	No	No	01/26/2024	18,079.42
USAP	P40704	105721	833870	Check	1	9481	WELCH, MARISSA		Yes	No	No	01/26/2024	95.00
USAP	P40730	105733	833871	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	No	No	01/31/2024	523.00
USAP	P40730	105736	833872	Check	1	10630	ALL STRINGS ATTACHED	S Corporation	Yes	No	No	01/31/2024	225.00
USAP	P40730	105821	833873	Check	1	7665	ARC DOCUMENT SOLUTIONS LLC	LLC - C Corp	Yes	No	No	01/31/2024	187.00
USAP	P40730	105797	833874	Check	1	3155	BEHNKE, RON		Yes	No	No	01/31/2024	35.37
USAP	P40730	105749	833875	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	01/31/2024	7,351.12

HASTINGS PUBLIC SCHOOLS

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Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40730	105806	833876	833876	Check	1	5078	BREMUS HARDWARE CO INC	C Corporation	Yes	No	No	01/31/2024	800.00
USAP	P40730	105777	833877	833877	Check	1	1949	BRIGHTWORKS	Other	Yes	No	No	01/31/2024	158.00
USAP	P40730	105825	833878	833878	Check	1	7937	BROTHERS FIRE PROTECTION CO	C Corporation	Yes	No	No	01/31/2024	378.00
USAP	P40730	105802	833879	833879	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	01/31/2024	22,106.31
USAP	P40730	105816	833880	833880	Check	1	7295	CENTURYLINK	C Corporation	Yes	No	No	01/31/2024	168.90
USAP	P40730	105818	833881	833881	Check	1	7332	CENTURYLINK	C Corporation	Yes	No	No	01/31/2024	3,678.57
USAP	P40730	105761	833882	833882	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	01/31/2024	21,261.64
USAP	P40730	105760	833883	833883	Check	1	11878	CLEMATIS CREATIONS	Ind/Sole Proprietor	Yes	No	No	01/31/2024	6,430.00
USAP	P40730	105762	833884	833884	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	No	No	01/31/2024	594.00
USAP	P40730	105763	833885	833885	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	01/31/2024	48.40
USAP	P40730	105828	833886	833886	Check	1	9747	CULINEX	S Corporation	Yes	No	No	01/31/2024	466.98
USAP	P40730	105748	833887	833887	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	01/31/2024	246.48
USAP	P40730	105764	833888	833888	Check	1	1300	DAKOTA COUNTY TREASURER-AUDITF	Other	Yes	No	No	01/31/2024	335.51
USAP	P40730	105799	833889	833889	Check	1	3399	DALCO	S Corporation	Yes	No	No	01/31/2024	5,643.29
USAP	P40730	105734	833890	833890	Check	1	10278	DECKER	S Corporation	Yes	No	No	01/31/2024	362.69
USAP	P40730	105765	833891	833891	Check	1	1319	DEMCO	S Corporation	Yes	No	No	01/31/2024	97.39
USAP	P40730	105752	833892	833892	Check	1	11646	DLR GROUP INC.	S Corporation	Yes	No	No	01/31/2024	11,760.00
USAP	P40730	105813	833893	833893	Check	1	6183	ECSI	S Corporation	Yes	No	No	01/31/2024	360.00
USAP	P40730	105746	833894	833894	Check	1	11338	EHLERS AND ASSOCIATES	S Corporation	Yes	No	No	01/31/2024	2,000.00
USAP	P40730	105817	833895	833895	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	01/31/2024	168.15
USAP	P40730	105750	833896	833896	Check	1	11613	FLOSPORTS, INC.	C Corporation	Yes	No	No	01/31/2024	50.00
USAP	P40730	105747	833897	833897	Check	1	11447	FOURTH DIMENSION SIGNS	C Corporation	Yes	No	No	01/31/2024	460.00
USAP	P40730	105823	833898	833898	Check	1	7843	FUN AND FUNCTION	LLC - Partnership	Yes	No	No	01/31/2024	30.93
USAP	P40730	105830	833899	833899	Check	1	9863	GENUINE PARTS COMPANY	C Corporation	Yes	No	No	01/31/2024	34.01
USAP	P40730	105826	833900	833900	Check	1	9123	GOODHUE COUNTY ED DISTRICT 6051	C Corporation	Yes	No	No	01/31/2024	20,243.34
USAP	P40730	105766	833901	833901	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	01/31/2024	2,077.49
USAP	P40730	105767	833902	833902	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	No	No	01/31/2024	286.00
USAP	P40730	105796	833903	833903	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	01/31/2024	85.00
USAP	P40730	105794	833904	833904	Check	1	2879	HASTINGS AREA ROTARY CLUB	Other	Yes	No	No	01/31/2024	170.00
USAP	P40730	105768	833905	833905	Check	1	1555	HAWKINS, INC.	C Corporation	Yes	No	No	01/31/2024	1,062.25
USAP	P40730	105759	833906	833906	Check	1	11873	HEWITT, LUCAS	Ind/Sole Proprietor	Yes	No	No	01/31/2024	85.97
USAP	P40730	105770	833907	833907	Check	1	1582	HILLYARD INC-MINNEAPOLIS	Ind/Sole Proprietor	Yes	No	No	01/31/2024	324.04
USAP	P40730	105737	833908	833908	Check	1	10645	HOFMEISTER, KRISTEN	C Corporation	Yes	No	No	01/31/2024	109.65
USAP	P40730	105773	833909	833909	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	01/31/2024	4,019.25
USAP	P40730	105800	833910	833910	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	01/31/2024	2,100.00
USAP	P40730	105822	833911	833911	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	01/31/2024	3,968.82
USAP	P40730	105771	833912	833912	Check	1	1660	INSTITUTE FOR ENVIRONMENTAL ASS	S Corporation	Yes	No	No	01/31/2024	1,283.00
USAP	P40730	105810	833913	833913	Check	1	5783	INTERMEDIA SYSTEMS GROUP LLC	Ind/Sole Proprietor	Yes	No	No	01/31/2024	323.75
USAP	P40730	105772	833914	833914	Check	1	1679	J.W. PEPPER & SON INC	S Corporation	Yes	No	No	01/31/2024	184.53

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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	P40730	105812	833915	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	No	No	01/31/2024	630.00
USAP	P40730	105739	833916	Check	1	10997	KATH FUEL OIL SERVICE CO	C Corporation	Yes	No	No	01/31/2024	13,484.61
USAP	P40730	105758	833917	Check	1	11785	KEYSTONE INTERPRETING SOLUTION	S Corporation	Yes	No	No	01/31/2024	156.20
USAP	P40730	105815	833918	Check	1	6786	KOEHLER & DRAMM	S Corporation	Yes	No	No	01/31/2024	112.67
USAP	P40730	105801	833919	Check	1	3588	MAC MCGOON STUDIO AND VIDEO	S Corporation	Yes	No	No	01/31/2024	279.00
USAP	P40730	105756	833920	Check	1	11747	MAD DOG BRASS AND WOODWIND RE	Ind/Sole Proprietor	Yes	No	No	01/31/2024	420.00
USAP	P40730	105774	833921	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	No	No	01/31/2024	1,650.00
USAP	P40730	105776	833922	Check	1	1942	MENARDS	S Corporation	Yes	No	No	01/31/2024	475.69
USAP	P40730	105820	833923	Check	1	7502	MIDWEST EDUCATIONAL CONSULTAN	S Corporation	Yes	No	No	01/31/2024	5,850.00
USAP	P40730	105745	833924	Check	1	11331	MIDWEST MACHINERY CO	S Corporation	Yes	No	No	01/31/2024	1,357.45
USAP	P40730	105778	833925	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	01/31/2024	37,943.75
USAP	P40730	105735	833926	Check	1	10533	MINNESOTA DEPT OF LABOR & INDUS	Other	Yes	No	No	01/31/2024	220.00
USAP	P40730	105779	833927	Check	1	1982	MINNESOTA DEPT. OF HEALTH	Other	Yes	No	No	01/31/2024	70.00
USAP	P40730	105780	833928	Check	1	1993	MINNESOTA SCHOOL BOARDS ASSN.	Other	Yes	No	No	01/31/2024	255.00
USAP	P40730	105783	833929	Check	1	2229	MPLS PUBLIC SCHOOLS-SPEC DIST 1	Other	Yes	No	No	01/31/2024	115.50
USAP	P40730	105808	833930	Check	1	5528	MSC INDUSTRIAL SUPPLY INC	C Corporation	Yes	No	No	01/31/2024	404.14
USAP	P40730	105824	833931	Check	1	7883	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	No	No	01/31/2024	10,394.30
USAP	P40730	105781	833932	Check	1	2083	NEW WAY HYPNOSIS CLINIC	S Corporation	Yes	No	No	01/31/2024	220.00
USAP	P40730	105809	833933	Check	1	5717	NORTHEAST METRO DISTRICT 916	Other	Yes	No	No	01/31/2024	13,617.00
USAP	P40730	105757	833934	Check	1	11771	NOVA EDUCATION CONSULTANTS	Partnership	Yes	No	No	01/31/2024	4,626.90
USAP	P40730	105775	833935	Check	1	1882	OFFICE OF MN IT SERVICES	Other	Yes	No	No	01/31/2024	33.60
USAP	P40730	105782	833936	Check	1	2146	ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	01/31/2024	387.25
USAP	P40730	105741	833937	Check	1	11186	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	01/31/2024	1,340.64
USAP	P40730	105742	833938	Check	1	11186	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	01/31/2024	8,415.98
USAP	P40730	105744	833939	Check	1	11316	PINE ISLAND HIGH SCHOOL	Other	Yes	No	No	01/31/2024	100.00
USAP	P40730	105755	833940	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	No	No	01/31/2024	11,079.28
USAP	P40730	105811	833941	Check	1	5812	PRESCOTT COMMUNITY EDUCATION	Other	Yes	No	No	01/31/2024	25.00
USAP	P40730	105740	833942	Check	1	11069	RAPSODO INC	C Corporation	Yes	No	No	01/31/2024	2,139.98
USAP	P40730	105784	833943	Check	1	2267	REGION V COMPUTER SERVICES	Other	Yes	No	No	01/31/2024	13,024.25
USAP	P40730	105827	833944	Check	1	9479	SAF-GARD SAFETY SHOE CO	S Corporation	Yes	No	No	01/31/2024	319.96
USAP	P40730	105795	833945	Check	1	3029	SCHMITT MUSIC	S Corporation	Yes	No	No	01/31/2024	149.00
USAP	P40730	105785	833946	Check	1	2350	SCHOLASTIC INC.	C Corporation	Yes	No	No	01/31/2024	480.00
USAP	P40730	105793	833947	Check	1	2850	SCHOOL SPECIALTY	C Corporation	Yes	No	No	01/31/2024	129.99
USAP	P40730	105804	833948	Check	1	4449	SEUBERT, JENNIFER		Yes	No	No	01/31/2024	74.50
USAP	P40730	105754	833949	Check	1	11736	SOLIAN HEALTH LLC	LLC - Partnership	Yes	No	No	01/31/2024	5,307.00
USAP	P40730	105751	833950	Check	1	11622	SPECIAL OLYMPICS MINNESOTA	C Corporation	Yes	No	No	01/31/2024	1,160.00
USAP	P40730	105803	833951	Check	1	4405	STEP SAVER INC	S Corporation	Yes	No	No	01/31/2024	115.26
USAP	P40730	105807	833952	Check	1	5445	SUMMIT FIRE PROTECTION	C Corporation	Yes	No	No	01/31/2024	280.00
USAP	P40730	105738	833953	Check	1	10898	SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	No	No	01/31/2024	12,534.37

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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	P40730	105805	833954	Check	1 4836	R1	TEACHING STRATEGIES LLC	LLC - C Corp	Yes	No	No	01/31/2024	1,425.00
USAP	P40730	105786	833955	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	01/31/2024	207.06
USAP	P40730	105787	833956	Check	1 2522		TERRY'S HARDWARE	S Corporation	Yes	No	No	01/31/2024	293.02
USAP	P40730	105769	833957	Check	1 1575		TESSIER-MORSE, HAILEN		Yes	No	No	01/31/2024	65.29
USAP	P40730	105788	833958	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	No	No	01/31/2024	2,047.74
USAP	P40730	105789	833959	Check	1 2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	01/31/2024	787.00
USAP	P40730	105829	833960	Check	1 9850		TWIN CITY FILTER SERVICE INC	C Corporation	Yes	No	No	01/31/2024	578.00
USAP	P40730	105819	833961	Check	1 7490		UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	No	No	01/31/2024	506.26
USAP	P40730	105798	833962	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	01/31/2024	67,409.96
USAP	P40730	105792	833963	Check	1 2651		VAIL RESORTS MGMT CO INC	C Corporation	Yes	No	No	01/31/2024	936.00
USAP	P40730	105743	833964	Check	1 11187	R1	VISTAR	C Corporation	Yes	No	No	01/31/2024	2,485.49
USAP	P40730	105790	833965	Check	1 2630		WELCH VILLAGE SKI INC.	C Corporation	Yes	No	No	01/31/2024	172.00
USAP	P40730	105791	833966	Check	1 2641		WESTERN PSYCHOLOGICAL SERVICE: LLC - S Corp	C Corporation	Yes	No	No	01/31/2024	515.00
USAP	P40730	105753	833967	Check	1 11649		YOGA BY THERESA	LLC - S Corp	Yes	No	No	01/31/2024	56.00
USAP	P40730	105814	833968	Check	1 6727		ZEH TEK INC	S Corporation	Yes	No	No	01/31/2024	149.00

Bank Total: \$6,229,691.22

Report Total: \$6,229,718.71

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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
USPR	P247P1	105488		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/08/2024	68,898.78
USPR	P247P1	105489		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/08/2024	55,026.76
USPR	P247P1	105490		Wire	1	2016	MN TRA	Other	No	Yes	No	01/08/2024	174,792.70
USPR	P247P1	105491		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/08/2024	332,814.02
USPR	P247P1	105492		Wire	1	3880	MIL LIFE	C Corporation	No	Yes	No	01/08/2024	0.00
USPR	P247P1	105493		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	01/08/2024	59,798.60
USPR	P247P2	105659		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/22/2024	67,132.56
USPR	P247P2	105660		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/22/2024	63,714.75
USPR	P247P2	105661		Wire	1	2016	MN TRA	Other	Yes	Yes	Yes	01/22/2024	0.00
USPR	P247P2	105662		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/22/2024	395,941.22
USPR	P247P2	105663		Wire	1	3880	MIL LIFE	C Corporation	No	Yes	No	01/22/2024	0.00
USPR	P247P2	105664		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	Yes	Yes	Yes	01/22/2024	0.00
USPR	P247P2	105678		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	01/22/2024	244.50
USPR	p247p2	105680		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	01/22/2024	48,997.10
USPR	p247p2	105681		Wire	1	2016	MN TRA	Other	No	Yes	No	01/22/2024	234,672.64
USPR	P247P2	105687		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/25/2024	1.09
USPR	P247P1	105497	105652	Check	1	8854	FELHABER LARSON	C Corporation	Yes	No	No	01/08/2024	100.00
USPR	P247P1	105495	105653	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	01/08/2024	17,056.39
USPR	P247P1	105496	105654	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	No	No	01/08/2024	10.00
USPR	P247P1	105494	105655	Check	1	11853	RIVERVIEW LAW OFFICE, PLLC	S Corporation	Yes	No	No	01/08/2024	293.20
USPR	P247P1	105499	105656	Check	1	2482	STORLIE, AL		Yes	No	No	01/09/2024	126.52
USPR	P247P1	105498	105657	Check	1	11861	VITZHUM, DENISE		Yes	No	No	01/09/2024	69.26
USPR	P247P2	105674	105658	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	01/22/2024	16.00
USPR	P247P2	105665	105659	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	No	No	01/22/2024	1,668.62
USPR	P247P2	105677	105660	Check	1	8854	FELHABER LARSON	C Corporation	Yes	No	No	01/22/2024	14.00
USPR	P247P2	105669	105661	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	01/22/2024	16,996.62
USPR	P247P2	105676	105662	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHI		Yes	No	No	01/22/2024	82.00
USPR	P247P2	105670	105663	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	No	No	01/22/2024	10.00
USPR	P247P2	105671	105664	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	No	No	01/22/2024	2,262.00
USPR	P247P2	105672	105665	Check	1	2010	NC'PERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	01/22/2024	32.00
USPR	P247P2	105668	105666	Check	1	11853	RIVERVIEW LAW OFFICE, PLLC	S Corporation	Yes	No	No	01/22/2024	204.60
USPR	P247P2	105675	105667	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	01/22/2024	1,535.08
USPR	P247P2	105667	105668	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	No	No	01/22/2024	80.00
USPR	P247P2	105666	105669	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	Yes	01/22/2024	0.00
USPR	P247P2	105673	105670	Check	1	2576	UNITED WAY	Other	Yes	No	No	01/22/2024	718.00
USPR	P247P2	105679	105671	Check	1	11874	REIN, MEGAN		Yes	No	No	01/22/2024	207.34

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Pay/Void	Amount
USPR	p247p3	105725	105672	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	01/29/2024		11,798.45
													Bank Total:	\$1,555,314.80
													Report Total:	\$1,555,314.80

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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
USBP	P407B1	105475	1271	Check	1	10938	DERAU CONSTRUCTION LLC	LLC - S Corp	Yes	No	No	01/05/2024	14,652.20
USBP	P407B1	105478	1272	Check	1	7883	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	No	No	01/05/2024	2,538.64
USBP	P407B1	105476	1273	Check	1	11602	PRO-TEC DESIGN, INC.	S Corporation	Yes	No	No	01/05/2024	10,944.00
USBP	P407B1	105477	1274	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	01/05/2024	620.28
USBP	P407B2	105638	1275	Check	1	11614	BOLTON & MENK, INC.	C Corporation	Yes	No	No	01/17/2024	8,500.00
USBP	P407B2	105640	1276	Check	1	11866	DAVID GEORGE WOODWORKING	Ind/Sole Proprietor	Yes	No	No	01/17/2024	2,495.00
USBP	P407B2	105641	1277	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	01/17/2024	1,228.00
USBP	P407B2	105639	1278	Check	1	11656	MAERTENS-BRENNY CONSTRUCTION	S Corporation	Yes	No	No	01/17/2024	2,060.00
USBP	P407B2	105637	1279	Check	1	10530	PETERSON COMPANIES INC	S Corporation	Yes	No	No	01/17/2024	7,942.80
USBP	P407B3	105727	1280	Check	1	11644	BSI MECHANICAL	S Corporation	Yes	No	No	01/30/2024	7,125.00
USBP	P407B3	105728	1281	Check	1	11648	CAPITAL CITY GLASS INC	S Corporation	Yes	No	No	01/30/2024	1,662.25
USBP	P407B3	105726	1282	Check	1	10533	MINNESOTA DEPT OF LABOR & INDUS	Other	Yes	No	No	01/30/2024	220.00
USBP	P407B3	105729	1283	Check	1	11723	SIGNATURE MECHANICAL/PALEN KIME	LLC - Partnership	Yes	No	No	01/30/2024	8,086.35

Bank Total: \$68,074.52

Report Total: \$68,074.52

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	P06ASA	105441		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	01/05/2024	12,632.50
ACTV	P06ASB	105549		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	01/12/2024	3,395.60
ACTV	P07AS1	105442	38196	Check	1	11496	CLIFFORD, MARY		Yes	No	No	01/05/2024	280.69
ACTV	P07AS1	105445	38197	Check	1	7337	GATEWAY MUSIC FESTIVALS & TOURS	S Corporation	Yes	Yes	No	01/05/2024	1,078.00
ACTV	P07AS1	105443	38198	Check	1	11620	ROSEVILLE MULBERRYS	Ind/Sole Proprietor	Yes	Yes	No	01/05/2024	1,796.62
ACTV	P07AS1	105444	38199	Check	1	11857	SAWYER TJOMSLAND		Yes	Yes	No	01/05/2024	87.77
ACTV	P07AS3	105658	38200	Check	1	10082	XPERITAS	C Corporation	Yes	No	No	01/19/2024	56.00
Bank Total:													\$19,327.18
Report Total:													\$19,327.18

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
SCH	P4071P	105500	304495	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEGE	Other	Yes	No	No	01/09/2024	3,750.00
SCH	P4071P	105509	304496	Check	1	11863	FORDHAM UNIVERSITY		Yes	No	No	01/09/2024	10,000.00
SCH	P4071P	105510	304497	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	No	No	01/09/2024	1,000.00
SCH	P4071P	105515	304498	Check	1	8712	LUTHER COLLEGE		Yes	No	No	01/09/2024	1,000.00
SCH	P4071P	105507	304499	Check	1	11860	MICHIGAN TECHNICAL UNIVERSITY		Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105504	304500	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANKATO	Other	Yes	No	No	01/09/2024	2,000.00
SCH	P4071P	105508	304501	Check	1	11862	MONTANA STATE UNIVERSITY-BOZEMAN		Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105513	304502	Check	1	7572	NORTH DAKOTA STATE UNIVERSITY-GRAND FORK	Other	Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105501	304503	Check	1	11312	SOUTH DAKOTA STATE UNIVERSITY	Other	Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105505	304504	Check	1	11364	UNIVERSITY OF MINNESOTA, DULUTH	Other	Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105511	304505	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CITIES	Other	Yes	No	No	01/09/2024	2,000.00
SCH	P4071P	105506	304506	Check	1	11859	UNIVERSITY OF NORTH DAKOTA		Yes	No	No	01/09/2024	2,500.00
SCH	P4071P	105502	304507	Check	1	11318	UNIVERSITY OF WISCONSIN - MADISON		Yes	No	No	01/09/2024	7,500.00
SCH	P4071P	105512	304508	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER FALLS	Other	Yes	No	No	01/09/2024	13,500.00
SCH	P4071P	105514	304509	Check	1	7880	UW - STEVENS POINT		Yes	No	No	01/09/2024	500.00
SCH	P4071P	105503	304510	Check	1	11324	WINONA STATE UNIVERSITY	Other	Yes	No	No	01/09/2024	3,500.00
SCH	p4072p	105554	304511	Check	1	11865	CULINARY INSTITUTE OF AMERICA		Yes	No	No	01/12/2024	1,200.00
SCH	p4072p	105550	304512	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEGE	Other	Yes	No	No	01/12/2024	1,000.00
SCH	p4072p	105555	304513	Check	1	11867	LOUISIANA STATE UNIVERSITY		Yes	No	No	01/12/2024	1,500.00
SCH	p4072p	105551	304514	Check	1	11312	SOUTH DAKOTA STATE UNIVERSITY	Other	Yes	No	No	01/12/2024	2,000.00
SCH	p4072p	105556	304515	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CITIES	Other	Yes	No	No	01/12/2024	2,200.00
SCH	p4072p	105552	304516	Check	1	11318	UNIVERSITY OF WISCONSIN - MADISON		Yes	No	No	01/12/2024	2,500.00
SCH	p4072p	105553	304517	Check	1	11864	USC - FINANCIAL AID OFFICE		Yes	No	No	01/12/2024	2,000.00
SCH	p4073p	105688	304518	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEGE	Other	Yes	No	No	01/25/2024	1,000.00
SCH	p4073p	105690	304519	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	No	No	01/25/2024	2,500.00
SCH	p4073p	105689	304520	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANKATO	Other	Yes	No	No	01/25/2024	2,000.00
SCH	p4073p	105692	304521	Check	1	8076	UNIVERSITY OF NORTHWESTERN MINNESOTA	Other	Yes	No	No	01/25/2024	1,000.00
SCH	p4073p	105691	304522	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER FALLS	Other	Yes	No	No	01/25/2024	1,000.00

Bank Total: \$79,650.00

Report Total: \$79,650.00



RECOMMENDATION FOR APPROVAL
New Position
Director of Facilities and Safety

February 21, 2024

Over the course of the past year, a study of all District Office positions was completed. One recommendation that came out of the study, was to consider an added position of a Director in the area of Operations (specifically facilities and safety). As was discussed during the February 13, 2024, Board work session, the District is recommending the addition of a Director of Facilities and Safety. This position will be full time and will oversee all facilities and safety responsibilities. There were two open positions budgeted for in the current year; this is filling the second open position.

The Director of Facilities and Safety is being added in combination with the following cost reduction changes:

- The restructuring of the current Director of Buildings and Maintenance position, with a change in classification that will be brought to the Board at a future meeting;
- The restructuring of the current Grounds Supervisor position to a Grounds Lead (incumbent will be grandfathered);
- Elimination of external construction management contracted services.

A draft position description for the Director of Facilities and Safety is attached. Administration recommends approval of this position.

Submitted by: Cathy Moen, Director of Human Resources



DRAFT

HASTINGS PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Title: Director of Facilities and Safety

Department: Facilities and Safety

FSLA Status: Exempt

Bargaining/Work Unit: District Administrators

Reports To: Superintendent

Band/Grade: 17

Position Last Updated: 2.16.24

JOB SUMMARY

Provides administrative oversight, leadership, and direction for district-wide support services and functions related to facilities and site operations, and safety programs.

SUPERVISORY RESPONSIBILITIES

Supervisor of Buildings and Grounds

Administrative Assistant for Facilities and Safety, and Food Service

District Safety Consultant

ESSENTIAL DUTIES AND RESPONSIBILITIES

DEPARTMENT MANAGEMENT AND SUPERVISION

Percent of Time: 35%

- Serves as the primary resource to site administrators in areas related to building operational issues and health and safety compliance.
- Directs and supervises the Supervisor of Buildings and Grounds and is responsible for the selection, work assignment, training/development, evaluation and other personnel related actions. Also oversees and manages the work performed by the District Safety Consultant.
- Promotes and demonstrates the positive impact of teamwork and customer service, encouraging staff to promote positive public relationships for collaboration and cooperation with the immediate and greater school communities served, thereby advancing the District mission and vision.
- Ensures compliance with all state and federal laws and district policies.
- Develops short and long term goals and priorities for the department, establishing a department culture that is consistent with the District's mission.
- Manages and oversees the development and administration of the department budget.
- Prepares staffing models to determine departmental requirements and recommended staffing levels.
- Responsible for the preparation and submission of local, state, and federal reports relevant to the department.
- Assists in the development and revision of District policies and regulations related to Facilities and Safety, for School Board approval.
- Oversees and coordinates the bidding process, ensuring that all department purchases are made in compliance with state and federal laws.

DEPARTMENT MANAGEMENT AND SUPERVISION (Cont'd)

Percent of Time: 35%

- Oversees the development and implementation of professional development programs that facilitate the achievement of personal and professional objectives of department staff, consistent with the District mission and vision; keeps succession planning at the forefront.

DISTRICT SAFETY AND SECURITY

Percent of Time: 25%

- Develops and implements required annual safety related in-service training for staff.
- Implements safety and security protocols to ensure a safe school environment evaluating effectiveness on an ongoing basis.
- Develops plans, procedures, and objectives to facilitate and improve safety and security programs.
- Ensures application of safety and security protocols for public events, sport events, and other school district activities.
- Reviews safety related incident reports and implements appropriate changes to ensure a safe working environment.
- Develop and maintain a plan to manage hazardous substances/materials, handling during generation, storage, and disposal.
- Coordinate the development, review, and implementation of the District Crisis Management Plan to include auditing school's compliance with required drills and exercises.
- Researches and recommends additions and improvements to the safety management program, particularly in areas such as emergency preparedness, accident prevention, general safety, and risk management.
- Coordinates with local law enforcement and other appropriate health and safety professionals in matters of public safety involving students and staff.

CAPITAL PROJECTS AND DISTRICT SHORT AND LONG RANGE FACILITIES PLANNING

Percent of Time: 20%

- Develops and implements a multi-year comprehensive plan that is both preventative and corrective, for the upkeep of all facilities, grounds, to include 3 major mechanical systems of the District.
- Supervise the details of construction and remodeling projects.
- Oversees and directs capital projects district-wide.
- Coordinates and provides financial oversight for the development and implementation of school board approved long range master plans for facilities that encompass the maintenance, repair and renovation of existing buildings and additional facilities that may be needed to meet curricular and other District needs.
- Administer the district architectural services and construction management service contracts, to include selection, scope of work and fee for service.
- Develop and manage the district budgetary process for the LTFM, Operating Capital, Health and Safety, Alternative Facilities and building construction budgets.
- Monitors district leases and resulting lease levies.
- Oversees the maintenance of an inventory of school district furniture, vehicles and other equipment for insurance purposes.
- Develops and/or reviews and approves plans, drawings, specifications and cost estimates for maintenance projects, capital improvements, modifications and related engineering work.

Facilities and Grounds

Percent of Time: 15%

- Directs the operation and maintenance of all District-owned buildings.
- Oversees and ensures the District is meeting facility requirements, codes and regulations.
- Ensures well maintained buildings and grounds and associated equipment, district-wide, which provide a clean and healthy environment for students, staff and the community.
- Analyzes building energy consumption, investigate and implement procedure and improvements to obtain maximum efficiency.

Special Projects

Percent of Time: 5%

- Attend meetings, workshops, and training sessions to maintain knowledge in areas related to position.
- Stays abreast of changing laws and requirements related to work.
- Performs other job-related duties as requested or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to create/maintain accurate records and tracking systems.
- Conflict management and mediation skills.
- Demonstrated ability to transfer information into easily understood documents.
- Demonstrated attention to detail.
- Ability to manage multiple tasks and changing priorities.
- Ability to work with and lead a diverse team of staff and outside consultants.
- Skill to manage staff in a collaborative, team environment, including effective delegation skill and ability to provide clear direction and support to others, in order to meet expectations from various stakeholders.
- Knowledge of continuous improvement model and the ability to apply such standards, utilizing and setting benchmarks in order to improve the quality and efficiencies of department operations.
- Highly developed program design, planning, and implementation skills and ability to effectively apply such skills in diverse and sometimes adversarial settings.
- Knowledge of established policies, protocols and procedures, and the ability to ensure compliance with same.
- Highly developed written and verbal communication and interaction skills.
- Knowledge of OSHA (Occupational Safety and Health Act) safety compliance programs.
- Knowledge of federal, state and District regulations and guidelines covering public school buildings, construction and health and safety, and the ability to apply those regulations and guidelines to ensure the District remains in compliance.
- An ability to convene the right individuals and direct the group toward reasonable resolutions of concerns and appropriate responses to special requests.
- Ability to affect positive public relations and reinforce such activities on a local site and District-wide basis.
- Excellent recruitment and selection skills and the ability to clearly characterize District and site expectations.
- Knowledge and ability to anticipate the skill profiles and new learning required to provide the expected level of service throughout the District.

KNOWLEDGE, SKILLS AND ABILITIES (Cont'd)

- Ability to work successfully under pressure and handle multiple and changing priorities and requests from a wide variety of sources, with attention to detail and deadlines.
- Demonstrated exceptional customer service skills including outstanding conflict resolution, responsiveness and follow through.
- A thorough working knowledge of contract administration and the ability to design, evaluate, negotiate, communicate, and administer contracts in a manner protecting the District's interests and resources.
- Knowledge of purchasing practices, procedures, and regulations.

EDUCATION/CERTIFICATION REQUIREMENTS*

- Bachelor's degree in business administration and management, mechanical engineering/construction, facilities plant management, or related field; MA preferred.
- Post graduate coursework in operations, engineering, education, public administration or related field preferred.
- Chief C boiler license strongly preferred; must otherwise be attained on a mutually agreed timetable at the start of employment.
- Ability to obtain pool operators, underground storage, and other relevant certifications upon hire or on a mutually agreed timetable.

EXPERIENCE REQUIREMENTS*

- Minimum of five years job related experience, including experience in supervision training and evaluation of personnel.
- Experience working with boilers, construction, government compliance programs, facilities and grounds maintenance, and air quality issues preferred.

* Such alternatives to the above qualifications as the District may find appropriate and acceptable.

PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job.

Physical Job Requirements:

<i>Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)</i>					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	O	Up to 25 pounds	O		
Sitting	O	Up to 50 pounds	O		O
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	O
Hearing	F	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	<i>Noise Levels</i>		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	N	Fumes	O
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	O			<i>Sight</i>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



**RECOMMENDATION FOR APPROVAL
New Position
Native American Education Liaison**

February 21, 2024

By law, funds are designated to the Native American Parent Advisory Committee (NAPAC) to be used at their discretion, within established guidelines. As a part of their plan, the District's NAPAC has made the decision to use a portion of the funds provided to establish a Native American Education Liaison position. This ten-month position will be funded through a combination of NAPAC funds, and funds that have been budgeted through Achievement and Integration. The total estimated annual cost of the position is \$75,000; \$37,500 to be paid from NAPAC funds and the remaining \$37,500 from Achievement and Integration.

Administration recommends approval of this position.

Submitted by: Cathy Moen, Director of Human Resources



HASTINGS PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Title: Native American Education Liaison

Department: Administration

FSLA Status: Non-Exempt

Bargaining/Work Unit: Unaffiliated

Reports To: Superintendent

Band/Grade: 9

Position Last Updated: 2.16.24

JOB SUMMARY

To strengthen and support Native American families by providing a culturally appropriate educational environment, promoting positive experiences and educational outcomes for Native American students.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Native American Education Programming

Percent of Time: 45%

- Acts as a resource for incorporating inclusive practices and Native American content standards in K-12 classrooms, including coordinating culturally appropriate training(s) and identifying resources and content materials.
- Facilitates Native American Student Leadership and Affinity Groups.
- Promotes and encourages participation in after school activities.
- Assists teachers, as needed, in providing individual or small group guidance and support to students to achieve academic and behavior success.
- Monitors student academic needs and works collaboratively with classroom teachers to address areas where academic support is needed.
- Explores and identifies system issues that can inhibit or support Native American educational student success.
- Leads cultural events and activities, organizing field trips and hosting guest educators or speakers, and maintains the Native American resources, supplies and materials.
- Coordinates activities that support/strengthen Native American students' cultural identity using culturally-relevant materials and curriculum when appropriate.
- Provides education to students within the district increasing their knowledge of Native American tribal languages and culture.

Support/Advocacy for Students and Families

Percent of Time: 35%

- Builds relationships and establishes communication between home, school, and outside agencies in order to advocate for Native American students and provide academic and social support.
- Acts as a liaison between building and district administration to address questions or concerns brought forth by students, parents, or other staff.
- Assists in mediating crisis situations with school district personnel and other agencies involving situations such as school disciplinary issues, complaints, truancy, suspension, and behavioral problems.
- Conducts home visits with families to gather and collect accurate information and to interpret school district policies and procedures.

Support/Advocacy for Students and Families (Cont'd)

Percent of Time: 35%

- Provides families with guidance and support in completing 506 forms and other relevant documentation or applications. Ensure accurate documentation, organization, and storage of 506 forms.
- Provides assistance to families and students as they enroll and participate in school including enrollment paperwork and checklists, food service applications, transportation, on-line support, and health concerns, as well as other services/activities as needed and appropriate.
- Encourages parents to attend and be active in both Native American Education and school/district meetings, committees, and events.
- Facilitates communication between home and school in identifying special education issues of assessment, IEP planning, due process, and program implementation, and may assist with the process.

Building/District Level Support

Percent of Time: 15%

- Collaborates with administration on the Title VI, Achievement and Integration Plan, and Impact Aid Grants.
- Supports, and/or co-leads the Native American Parent Advisory Committee (NAPAC).
- Provides the NAPAC with access to state and district guidance and deadlines in order to fulfill the rights and responsibilities of the group.
- In collaboration with the Director of Teaching and Learning and NAPAC, guides the use of the Native American Education budget, ensuring proper and timely use of funding and resources. Includes submission of invoices and reimbursements, following monthly deadlines and requirements from the Finance Department.
- Serves as a point of contact between the school district and the Minnesota Department of Education – Office of Indian Education and U.S. Department of Education – Office of Indian Education.
- Works in collaboration with the Director of Teaching and Learning to provide guidance and education about the Native American Education Program to our schools and local community.
- Partners with local tribes and Native American Education programs.

Special Projects

Percent of Time: 5%

- Stays abreast of changing laws and requirements related to work.
- Performs other job-related duties as requested or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Native American communities including background, culture, and customs.
- A current working knowledge of applicable state and federal laws, regulations, and policies related to work.
- Knowledge of District policies and procedures, including those related confidentiality and privacy of data, and the District discipline policy for behavior and attendance.
- Ability to communicate and establish positive relationships with students, parents, school staff, and other agencies.
- Demonstrated exceptional customer services skills including outstanding conflict resolution, responsiveness and follow through.
- Highly developed interpersonal skills including listening, communication, and presentation of information.
- Ability to work cooperatively with others in a manner that builds respect and teamwork.
- Ability to effectively communicate through a variety of mediums.
- Excellent organizational, planning, group process and time management skills, and an ability to provide clear, correct answers and direction to others.
- Ability to be flexible in working schedule.
- Effective facilitation and personal use of technology as a communication tool to improve student achievement and manage/perform work.

KNOWLEDGE, SKILLS AND ABILITIES (Cont'd)

- Willing to participate in professional development opportunities for continued growth within the position/district.
- Ability to grow and take on expanded duties within the position.

EDUCATION/CERTIFICATION REQUIREMENTS*

- High School diploma or equivalent.
- Post high school training in related field preferred.

EXPERIENCE REQUIREMENTS*

- Experience working with the Native American community.
- Job related experience with increasing levels of responsibility desired.

* Such alternatives to the above qualifications as the District may find appropriate and acceptable.

PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job.

Physical Job Requirements:

<i>Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)</i>					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<i>Noise Levels</i>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	N	Varying weather conditions	N
Distinguishing smell	N			<i>Sight</i>	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

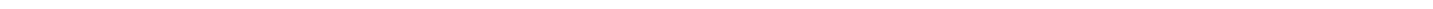
The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

RECOMMENDATION FOR APPROVAL READ ACT PROFESSIONAL DEVELOPMENT

In accordance with the READ Act requirements, the district recommends CORE as the foundational professional development. CORE was selected from the approved list recognized by the Minnesota Department of Education.

Following the review of the 3 approved foundational professional development options of LETRS, CORE, and CAREIALL, CORE was determined to be the preferred option for Hastings Public Schools. CORE was selected based on the following:

1. Teacher input - all teachers responsible for literacy instruction were provided with webinars that reviewed the various options and a guided document to review strengths and challenges of each. An in-person session (11/27/23) allowed for in-person comments and an opportunity to voice the preferred option. Teacher feedback recognized either CORE or LETRS as preferred. The results slightly favored LETRS; however, PreK believed at the time that LETRS was their only option. - specific results are available [here](#).
2. Logistics: CORE allows for self-paced OR group learning with 3 (1) hour virtual sessions. LETRS requires 8 full days of cohort training with a LETRS facilitator.
3. Sustainability: Due to the above logistics, there are efficiencies and ease with on-going training, availability, and onboarding. Train-the-trainer is also an option with CORE.
4. Costs: Costs were not an overarching factor; however the following are equitable comparisons.





**RECOMMENDATION FOR APPROVAL
MOA with Education Minnesota Hastings - Teachers
READ Act Professional Development**

February 21, 2024

As a part of implementation of the requirements of the READ Act, the District and Ed Minnesota Hastings - Teachers have mutually agreed to an MOU related to required professional development.

Administration recommends approval of the MOU.

Submitted by: Cathy Moen, Director of Human Resources



**MEMORANDUM OF AGREEMENT
PROFESSIONAL DEVELOPMENT RELATED TO
IMPLEMENTATION OF CURRICULUM IN COMPLIANCE
WITH READ ACT**

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

WHEREAS, recent legislative changes require that the District comply with the READ Act; and

WHEREAS, the READ Act requires that the District select a state-approved professional development and complete the training associated with such professional development with 80% proficiency, as required for a passing score, by July 1, 2025; and

WHEREAS, in collaboration with teaching staff who are responsible for literacy instruction, the District has selected the CORE option; and

WHEREAS, CORE allows for self-paced online learning, which includes nine modules, each expected to take three to six hours to complete, or 27-54 hours in total; and

WHEREAS, the District and the Union mutually agree that providing a flexible schedule, including summer hours for part of the training, is in the best interest of all parties to ensure all staff complete the required training.

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

1. All teachers responsible for providing literacy training (approximately 130 teachers) will be required to complete the following professional development related to the implementation of the CORE curriculum:
 - a. Three one-hour virtual training sessions; and
 - b. Nine training modules anticipated to take three to six hours to complete; and
2. Teachers required to complete such professional development will be identified by June 1, 2024; and
3. Identified teachers will complete the first five of the required modules prior to the start of the 2024-2025 school calendar. The three one-hour virtual training sessions and modules six through nine will be provided during the 2024-2025 regularly scheduled professional development days, which are built into the school calendar; and
4. Teachers will have the option of completing modules one through five in one of the following manners:

- a. Online during the 2024 summer months, with modules available beginning July 1, 2024; or
 - b. In person on one or more of the following dates:
 - i. August 13, 2024
 - ii. August 14, 2024
 - iii. August 20, 2024
 - iv. August 21, 2024; and
5. Any teachers who have not completed the required modules one through five by August 13, 2024, as well as staff newly hired for the start of the 2024-2025 school year, will be required to report for one or more of the days provided in item four, sufficient to complete the required modules by no later than August 21, 2024; and
6. Compensation for such training shall be \$37 per hour for up to 30 hours, in alignment with rates established in Appendix B; and
7. Compensation shall be made via completion and submission of a payroll voucher(s) by the teachers completing the training; and
8. An option for three graduate level credits shall be available through the Dominican University of California Continuing Education Department, based on the following:
 - a. The teacher shall be responsible for the cost associated with obtaining the credits, i.e. \$327
 - i. Participants may register and pay for the credits once the course has started; and
 - b. Teachers opting for college credit shall not be eligible for compensation for completion of training modules one through five completed outside of the regular school calendar (this does not include professional development scheduled on regular work days); and
9. Additional hours required for individual teachers who do not demonstrate the required proficiency (80%) through the above dedicated hours, will be the individual's responsibility; and
10. The terms of this Memorandum of Agreement shall not establish a precedent, nor shall it be used to seek or justify similar terms in any subsequent situation.

HASTINGS PUBLIC SCHOOLS - ISD 200

EDUCATION MINNESOTA HASTINGS -
TEACHERS

BY: _____
FOR THE DISTRICT

BY: _____
ITS PRESIDENT

DATE: _____

DATE: _____

BOARD MEMBER HANDBOOK

A Guide for
Hastings Public Schools
Board of Education Members



1000 West 11th Street
Hastings, MN, 55033

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

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HASTINGS PUBLIC SCHOOLS LEADERSHIP DIRECTORY

2024-2026

BOARD MEMBERS

	EMAIL ADDRESS	PHONE NUMBER
Director Philip Biermaier	pbiermaier@isd200.org	651-295-3064
Director Matt Bruns	mbruns@isd200.org	651-226-5697
Director Jessica Dressely	jdressely@isd200.org	651-366-7130
Director Melissa Millner	mmillner@isd200.org	651-353-4325
Director Carrie Tate	ctate@isd200.org	612-354-0732
Director Jenny Wiederholt-Pine	jwiederholtpine@isd200.org	651-503-3161
Director Mark Zuzek	markzuzek@isd200.org	651-335-0786

EXECUTIVE STAFF

Superintendent Dr. Tammy Champa	tchampa@isd200.org	651-480-7001
Administrative Assistant Tammy Ludwig	tludwig@isd200.org	651-480-7013

LEADERSHIP CABINET

Building & Grounds Director Cam Peterson	cpeterson@isd200.org
Community Education Director Kari Gorr	kgorr@isd200.org
Finance & Operations Director Jen Seubert	jseubert@isd200.org
High School Principal Scott Doran	sdoran@isd200.org
Human Resource Director Cathy Moen	cmoen@isd200.org
Kennedy Principal Kyle Latch	klatch@isd200.org
Pinecrest Principal Paul Bakker	pbakker@isd200.org
McAuliffe Principal Matt Esterby	mesterby@isd200.org
Middle School Principal Steve Kovach	skovach@isd200.org
Special Services Director Megan Miller	mmiller@isd200.org
Interim Teaching & Learning Director	
Technology Director Missy Williams	mwilliams@isd200.org

DISTRICT BUILDINGS



District Office

1000 West 11th Street, Hastings, MN 55033
(651) 480-7000



Hastings High School
Grades 9 -12 and
Area Learning Center

200 General Sieben Drive, Hastings, MN 55033
(651) 480-7470
(651) 480-7690



Hastings Middle School
Grades 5 - 8

1000 West 11th Street, Hastings, MN 55033
(651) 480-7060



Kennedy Elementary
Grades K - 4

1175 Tyler Street, Hastings, MN 55033
(651) 480-7220



McAuliffe Elementary
Grades K - 4

1601 West 12th Street Hastings, MN 55033
(651) 480-7390



Pinecrest Elementary
Grades K -4

975 West 12th Street Hastings, MN 55033
(651) 457-9426



Tilden Community Center
Early Learning Programming,
Adult Education,
Family Education,
Community Education

310 River Street, Hastings, MN 55033
(651) 480-7680

THE STORY OF HASTINGS PUBLIC SCHOOLS

OUR HISTORY

In February 1866, the Minnesota legislature passed an act that allowed Hastings to establish an independent school district, provided that all children between the ages of five and twenty-one be admitted to schools for free. In April 1866, the board of education for the school district of Hastings was organized. The newly formed board sought bids to construct two schoolhouses, Everett grade school in the First Ward and Cooper grade school in the Third Ward.



August 13, 1866, the board of education authorized school terms of nine months.

Bryant school building was sold to the school board in 1867 for \$6,000 and renamed Irving School. In 1870, Tilden school was built and named after Samuel Tilden, New York Governor and the Democratic candidate for president in the disputed election of 1876. Irving School was replaced by Central school in 1899. Six decades of Hastings students went to classes in "Old Central" between 1899 and 1959. In 1954, the Hastings Middle/High school was built alongside Central school. Several additions to the building later, it became the Hastings Middle School until 1999. Many schools were built between 1959-1988, including the new Tilden and Cooper buildings, John F. Kennedy Elementary School, Pinecrest Elementary School, the current Middle School, and McAuliffe Elementary School.

Our newest addition was the 100-acre Hastings High School, which was completed in August of 2001. The new Hastings High School offered our students the ability to connect to the community with up-to-date facilities that enhance the learning environment. Also, during this time, ISD #200 adopted a new school district logo depicting the bridge to learning. On April 3, 2003, the board of education approved a proposal to close Cooper school, which resulted in over a million in budget reductions. In addition, Tilden became a Kindergarten site and eventually changed to the Community Education Center in 2011.

HASTINGS PUBLIC SCHOOLS TODAY

The Hastings School District encompasses over 170 square miles and is geographically one of the largest school districts in the Twin Cities metropolitan area. The school system has a Kindergarten through grade twelve enrollment of approx. 4,300 students and a total district population of about 28,000 residents. Independent School District #200 serves Hampton, Hastings, Miesville, New Trier, and Vermillion, and portions of Denmark, Douglas, Hampton, Marshan, Nininger, Ravenna, and Vermillion townships. While most of the school district is located in Dakota County, parts of ISD #200 are in Washington and Goodhue Counties.



INTRODUCTION: ONBOARDING

The purpose of this handbook is to outline the board’s operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations, and standards of behavior for the conduct of the board.

Through our commitment and work, the members of the Hastings Public Schools Board of Education will strive to provide an excellent public education that meets the needs of all students in our district. As a board, we will model with each other the leadership and relationships we seek to build with others. The way we run meetings and interact with one another sends clear signals about how we value the mission of the district. Collaborative relationships based on trust and accountability inspire confidence in our leadership and the vision of what we intend to create for Hastings Public Schools.

SCHOOL BOARD NORMS

Norms are not dictated by policy, nor mandated by law, but by explicitly stating board norms, every board member will understand how the board operates to complete its work and how to interact with one another. Norms provide a standard against which board members can give each other feedback, evaluate efficiencies, and improve board operations. The board maintains its ability to be flexible and through general consensus at a working session, the board may add, remove, and/or replace norms to improve the board’s operations. **When we know better, we do better!**

NAVIGATING THE HANDBOOK

- All active links are underlined
- Five general terms used throughout this handbook should be explained. From this point forward, the words, “board”, “board member”, “district”, “chair”, and “meeting” will have the same meaning as the formal terms, “school board”, “school board member”, “school district”, “school board chair”, and “school board meeting”.

HANDBOOK MAINTENANCE & REVIEW PROCEDURE

- During each year, the handbook may undergo a brief review by the policy committee that will:
 - Ensure consistency with the 200 series policies, and procedures;
 - Be presented to the board for discussion during a working session; and
 - Be adopted by a majority vote during a single board meeting.
- During the review of the 200 series policies, the handbook will undergo a full review that will:
 - Ensure consistency with the 200 series policies, and procedures;
 - Seek input and feedback regarding best practices;
 - Be presented to the board for discussion at a working session; and
 - Be adopted by a majority vote of the board following the 3 reading procedure.
- Board members may propose additions/revisions to the handbook by sending an email to the chair & superintendent requesting to add “handbook discussion” as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Links to policies, procedures, and board norms may be updated without further board action;
- The date that this handbook was last reviewed, updated, and/or revised, is included on the last page of this handbook.

SCHOOL BOARD MEMBERS

Board members have the duty of the care, management, and control of the public schools of the school district in accordance with the authority granted them in law.

AS A MEMBER OF THE SCHOOL BOARD, I WILL:

- Attend all school board meetings, working sessions, committee meetings, and board retreats;
- Come to the meetings prepared for discussion of the agenda items;
- Listen to the opinions and views of others;
- Vote my conscience unless I abstain because a conflict of interest exists;
- Support the majority decision. This does not mean that my position has changed, but it does mean that I support & I respect the fairness of the board's voting process;
- Seek to understand the context of the decisions made by previous boards; and
- Be motivated by a desire to provide the best possible education for all students in Independent School District 200.

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

- Focus on students, and education;
- Consider myself a trustee of public education and I will do my best to protect, conserve, and advance its progress;
- Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly run – not to run them myself;
- Work collaboratively with the superintendent; and
- Delegate the implementation of board decisions to the superintendent.

LEGAL OBLIGATIONS OF A SCHOOL BOARD MEMBER

- Comply with all federal, state and local laws relating to my work as a board member;
- Comply with all policies and procedures as adopted by the board;
- Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts;
- Transact district business in an open meeting of the board;
- Avoid conflicts of interest and refrain from using a board position for personal gain; and
- Guard the confidentiality of information that is protected under applicable law.

RESPONSIBILITY TO THE COMMUNITY THAT WE SERVE

- Plan for both the present and future educational needs of students;
- Obtain adequate financial support for the school district's programs;
- Insist that business transactions of the school district be ethical and open;
- Strive to uphold my responsibilities and accountability to the taxpayers in my school district; and
- Fully accept my fiduciary responsibility to focus on the district's need for resources to carry out its mission and goals, approve a school district budget that protects the future fiscal integrity of the district and is an effective use of public funds.

DUTIES OF THE SCHOOL BOARD

ISD 200 Policy 201

THE SCHOOL BOARD SHALL PERFORM THE FOLLOWING:

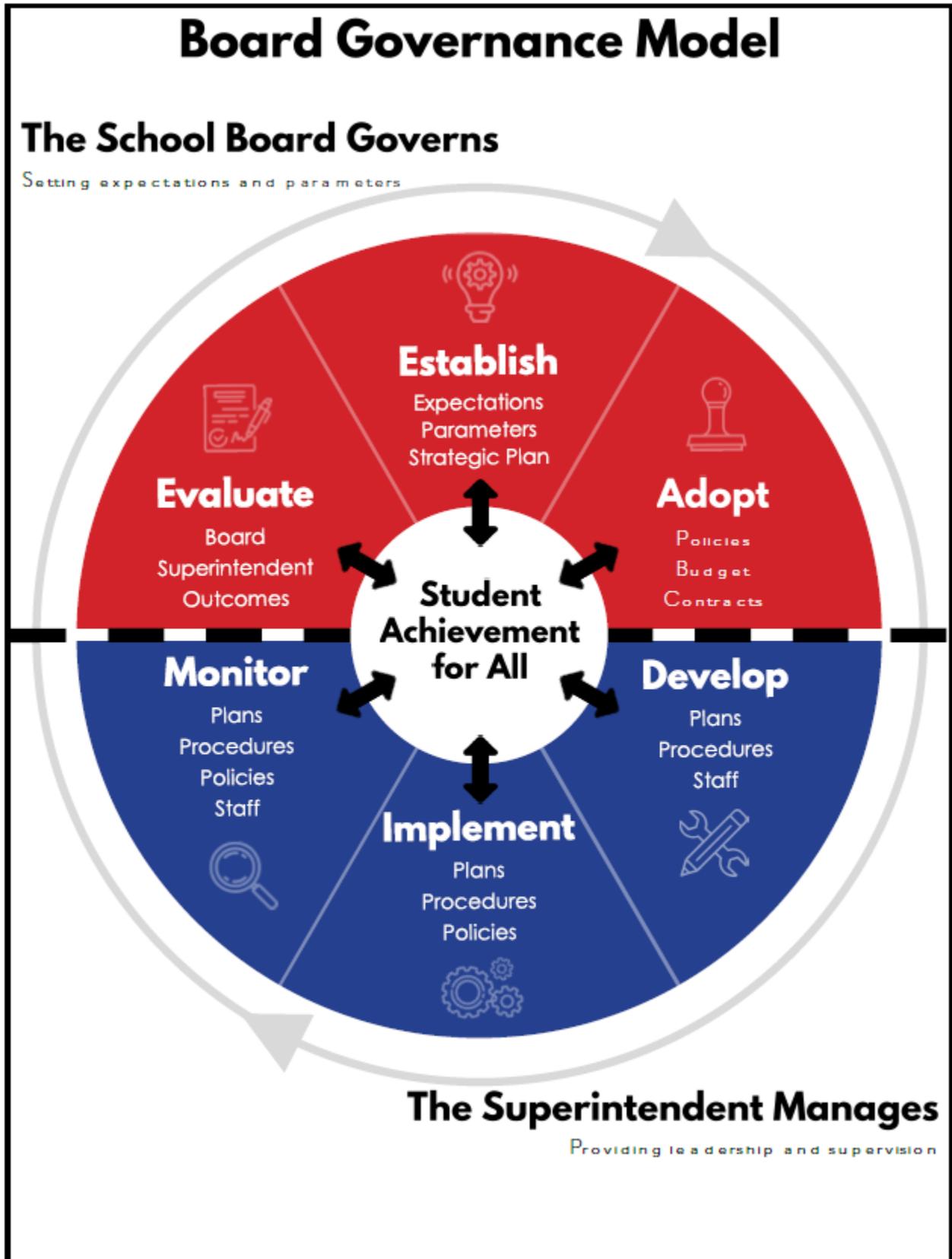
- provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
- conduct the business of the schools and pay indebtedness and proper expenses;
- employ/contract with necessary qualified teachers and discharge the same for cause;
- provide services to promote the health of its pupils;
- provide school buildings and erect needed buildings;
- purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
- provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
- employ and discharge necessary employees and contract for other services;
- provide for transportation of pupils to and from school, as governed by statute; and
- procure insurance against liability of the school district, its officers, and employees.

THE SCHOOL BOARD MAY PERFORM THE FOLLOWING:

- provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
- provide free breakfast & lunch for pupils in accordance with MN statute and furnish lunch for teachers on such terms and prices as the school board determines;
- enter into agreements with one or more other independent school districts to provide for agreed-upon educational services;
- lease rooms or buildings for school purposes;
- authorize the use of school facilities for community purposes that will not interfere with their use for school purpose;
- authorize co-curricular and extracurricular activities;
- receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
- perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

BOARD GOVERNANCE MODEL

MSBA Board Development





**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

THE ELECTION IS OVER; WHAT'S NEXT?

CERTIFICATION OF FILING

The Certification of Filing is due no later than seven days after the general election. Access form [here](#).

CANVASS

Between the third and tenth days after a school district election, the school board shall canvass the returns and declare the results of the election.

CERTIFYING RESULTS

The school district clerk shall certify the results of the school district election to the county auditor.

CAMPAIGN FINANCE REPORTING

Candidates must submit all campaign finance reports required by *MN Statute Section 211A.02* to the school district clerk.

CERTIFICATE OF ELECTION

After the time for contesting results has passed (five days after the canvass is completed) and after confirming that all campaign financial reports have been filed, the school district clerk shall issue a certificate of election to each successful candidate. The successful candidates shall sign & file "Acceptance and Oath of Office" (document provided by the district) with the clerk within 30 days. **NORM:** The school district clerk will contact successful candidates to complete this process at the district office.

DISTRICT HUMAN RESOURCES & Human Resources will contact you

- Complete intake
- Provide Forms
- Collect contact information
- Background check
- Set up email, and payroll

ADMINISTRATIVE ASSISTANT Administrative Assistant will contact you

- Request your photo
- Request telephone number for website
- Schedule one on one with the superintendent
- Provide & explain access to electronic resources
- Provide MSBA website login

OATH OF OFFICE

Every person elected or appointed to any public office shall take an oath or affirmation to support the U.S. Constitution and the Constitution of Minnesota, and to discharge faithfully the duties of their office to the best of their judgment and ability. **NORM:** Newly elected school board members participate in a Ceremonial Oath of Office prior to being seated at the board table during the Organizational Meeting. (Group board photo will be taken at the start of the Organizational Meeting).

TERM OF OFFICE

Board members are elected to four-year terms commencing on the first Monday in January of the year following the November election and ending the first Monday in January, four years later. There is no limit on the number of consecutive terms a member can serve.

WHAT'S NEXT CONTINUED . . .

APPOINTMENTS TO FILL VACANCIES

A vacancy on the board shall occur when a member dies, resigns, or ceases to be a resident of Independent School District #200. Any vacancy on the board must be filled by a board appointment at a regular or special meeting. The board will fill all vacancies in accordance with legal requirements and MN Statute Section 123B.09 subd.5b.

RESOURCES TO PREPARE

Review content available on the [district's website](#) or click on the links below:

- [District Policies](#)
- [Strategic Plan](#)
- [Previous meeting minutes & agendas](#)
- [Board meeting information and schedule](#)
- Board meetings: Attend in person or [watch online](#)
- Connect with current board members

MINNESOTA SCHOOL BOARD ASSOCIATION

MN Statute Section 123B.09 subd.2 - A board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. Attending the Minnesota School Boards Association's "Learning to Lead Workshops I & II" fulfills this requirement. **NORM:** Sign up for MSBA workshops & conferences by contacting the district's administrative assistant.

Learning to Lead Workshops;

- Phase I: Learning to Lead – School Board Basics
- Phase II: Leadership Foundations – School Finance and Management
- Phase III: Building a High-Performance School Board Team
- Phase IV: Representing your Community through Policy and Engagement
 - Virtual workshops are held in late November, and early December.
 - In-person workshops are held during MSBA Leadership Conference in January

BOARD MEMBER COMPENSATION

During the Organizational Meeting the board will vote to establish annual board member compensation. Pay dates are the 5th and 20th of each month.

- Board member annual compensation: \$4,250 (2024)
- Board chair annual compensation: \$4,750 (2024)
- Board member serving as the liaison to Intermediate School District #917 annual compensation: \$4,250 plus amount determined by 917's board (2024)

AGENDAS AND MINUTES

AGENDA PREPARATION

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. While each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption during a regular board meeting, it shall be the responsibility of the board chair and superintendent to develop, prepare, and arrange the tentative items for the agenda of each board meeting and working session. **NORM:** For an item, presentation or material request to be considered for placement on the agenda, board members will strive to make email requests to the board chair and superintendent at least seven (7) days prior to the scheduled meeting. If the request is not added to the next meeting agenda, the board chair will follow up with the board member regarding the status of the request.

POSTED AGENDAS FOR REGULAR MEETINGS

The preliminary agenda with supporting documents will be posted in BoardBook, five (5) days prior to the scheduled meeting (Friday afternoon). It is expected that all board members read the agenda prior to the meeting. **NORM:** It may be necessary to add items to the agenda after it has been posted in BoardBook. The superintendent or designee will send an email informing board members of any additions or changes to the posted agenda.

POSTED AGENDAS FOR WORKING SESSIONS

The agenda and available supporting documents will be posted in BoardBook, five (5) days prior to the scheduled meeting. If supporting documents are not available at the time of posting, the board expects to receive a printed packet containing these materials at the working session.

NORM: A board member's questions pertaining to agenda items requiring time and preparation for response should be emailed to the superintendent as soon as possible, and ideally at least three days [72 hours] in advance of the meeting. The superintendent will review the question to determine if the information is readily available. If the information is readily available, it will be provided by email to the full board. If the information is not readily available, the superintendent or designee will follow up with the board member regarding the status of the request.

NORM: If a clerical error is identified in a presentation, report, agenda or minutes, board members will email requests for corrections to the district's administrative assistant, this ensures that the correction can be made prior to the meeting. Clerical errors should not be addressed during the meeting.

MEETING MINUTES

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Meeting minutes shall be adopted or modified by the board at a subsequent meeting. Once adopted, the meeting minutes shall be available at the district office and may be posted in BoardBook. A summary of the meeting shall be published in the official newspaper of the district.

MEETING OPERATION NORMS

OPEN MEETING LAW

The Open Meeting Law is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board's regular meetings and working sessions will include times and locations, and shall be kept on file at the district office. Additionally, the board will ensure that a schedule of meetings is posted on the district's website. The Open Meeting Law applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure that meetings are properly noticed lies with the board, this operational activity is typically carried out by the individual who functions as the clerk to the board.

LOCATION OF MEETINGS

Regular board meetings and working sessions are held at the Hastings Middle School in the Media Center. Committee meetings are held at the District Office in Conference Room A. All meeting location changes will be posted on the district's website.

QUORUM

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members (four or more of the seven members) must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if "members discuss, decide, or receive information as a group on issues relating to the official business of the district."

PRESIDING OFFICER

The chair will preside over all board meetings. In the event that the chair is unable to preside, the vice-chair will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

PARLIAMENTARY AUTHORITY DURING MEETINGS

Robert's Rules of Order will govern the board in its deliberations of "Action Items" during regular, closed, emergency, and special board meetings. The board must discuss and vote on each "Action Item" one motion at a time. All motions that require a second, shall receive a second prior to discussion or debate. The member that makes the motion, has the first opportunity to speak to the motion. Additional members may speak to the motion, by raising their hand to request the floor. When a member has the floor, no other member shall interrupt unless allowed per Robert's Rules. Once a motion has been made and received a second, all discussion should be focused on the motion that is on the table.

Motion	A member makes a motion or the chair may ask for a motion & a second
Second	Another member seconds the motion
Restate Motion	The chair restates the motion
Discuss/Debate	The members debate/discuss the motion
Vote	The chair restates motion and asks for affirmative votes, and then negative votes
Announce Vote	The chair announces the results of the vote

MEETINGS OF THE BOARD

ATTENDANCE TO MEETINGS

All board members are expected to attend all meetings. However, it is recognized that scheduling conflicts will occur. **NORM:** A board member should notify the board chair and the district’s administrative assistant by email as soon as they are aware of a scheduling conflict.

VOTING

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member.

ORGANIZATIONAL MEETING

The first meeting in January will be devoted to business required for the proper organization of the board. The board will take their annual group photo. The agenda may include;

- Administering the *Oath of Office* for new board members, new members seated;
- Electing officers for chair, vice-chair, clerk, and treasurer (see election procedure on pg.19);
- Setting board member compensation and meeting dates & times for the calendar year;
- Establishing standing committees & committee members;
- Determining time, place, and manner for public comments;
- Designating District Depositories; and
- Selecting the official newspaper & the district’s legal counsel.

REGULAR BOARD MEETINGS

Regular board meetings are the formal process where the board meets as a whole to conduct the business of the school district. Meetings shall be conducted in a manner that allows board members the opportunity to review district related topics, discuss district business, and vote on action items in a timely and consistent manner. Regular Board Meetings are recorded and live streamed by Hastings Community TV.

NORM: Addressing others during regular board meetings – it is appropriate to use official titles followed by last name:

Administrative

Assistant	(last name)	Principal	(last name)
Chair	(last name)	Superintendent	(last name)
Clerk	(last name)	Treasurer	(last name)
Director	(last name)	Vice Chair	(last name)

WORKING SESSIONS

Working sessions are for board members to receive detailed reports, for district staff & board committees to introduce recommendations, and also provides time for the board to discuss topics prior to board action. Board members should utilize this time to ask clarifying questions, and request additional information. Working sessions are not recorded or live streamed. **NORM:** Addressing others during working sessions – it is appropriate to use first names.

MEETINGS OF THE BOARD CONTINUED . . .

SPECIAL MEETING

Any meeting that was not previously approved during the Organizational Meeting is considered a “special meeting”. When it is necessary to call a special meeting, the district’s administrative assistant will post a notice including the meeting date, time, place, and purpose on the district’s website three days before the meeting. The board’s actions during a special meeting are limited to the topics included in the notice.

EMERGENCY MEETING

An emergency meeting is a special meeting called because of circumstances that require immediate consideration by the board. Notice of an emergency meeting must be given to the members of the board. Posted or published notice is not required per *MN statute 13D.05 subd.3*.

CLOSED MEETING MN Statute 13D.05, subd. 2 & 3 govern what constitutes a closed meeting

What meetings MUST be closed? Meetings that discuss:	What meetings MAY be closed? Meetings that discuss:
Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment	Employee performance evaluations, but the meeting must be open at employee's request
Active criminal investigations and law enforcement officer misconduct	Labor negotiations
An individual's medical records	Certain security matters
Not public education data, medical data, welfare data and mental health data	Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers)
Preliminary consideration of allegations or charges, but the meeting must be open at employee's request	
Meetings closed as permitted by the attorney-client privilege	
Meetings closed as expressly authorized by statute	

BOARD RETREAT

The board will hold at least one annual retreat for board development. These meetings are not open to the public since no board business will be discussed. In addition, the superintendent may provide various opportunities throughout each calendar year for board member development.

MEETINGS CANCELED DUE TO WEATHER

In the event that the scheduled school board meeting is canceled due to severe weather, it will be automatically rescheduled 24 hours later unless a quorum of the board is not available.

PUBLIC COMMENTS TO THE BOARD

This time is for citizens who wish to address the board regarding school district related topics. Board members will not engage in discussion or provide responses during this time. For additional details regarding public comments, see Policy 206 and 206.1FRM. Prior to opening public comment and recognizing the first speaker, the chair will provide a verbal reminder of expectations.

- Data Privacy rules and the penalties for violations in accordance with *MN Statute Section 13.09*;
- The chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized;
- Only those speakers recognized by the school board chair will be allowed to speak;
- Individuals who interfere with or interrupt a speaker may be directed to leave;
- If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one representatives or spokespersons to speak on behalf of the group or organization; and
- Board members will not provide responses during public comments.

206.2PR - PUBLIC COMMENTS PROCEDURE

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

Update this section after the Org. Meeting

- Meeting start time and day of the week
Current practice: During each regular board meeting.
- Start time of the public comment session
Current practice: Following the recognition of visitors on the agenda.
- The location of the public comment session
Current practice: Hastings Middle School Media Center
- If the public comment sessions will be recorded/live streamed
Current practice: TBD
- If public comment sessions will be summarized as outlined in Policy 203.2.
Current practice: TBD based on streaming/recording ability.

COMMUNICATION PROTOCOLS

In order to ensure Open Meeting Law compliance (Minnesota Statute 13D), one way communications to distribute information to the board should come from the board chair, superintendent, or the district's administrative assistant;

- A board member should never Reply All;
- A board member should never participate in serial emails or conversations with a quorum of board members about a topic concerning the district; and
- If a board member receives information they feel the entire board needs; email the information to the board chair and superintendent.

The school board chair will maintain a Topic Action Registrar. This registrar is accessible to the full board and is intended to be a one way communication to board members for situational awareness. To ensure Open Meeting Law compliance, the topics on this registrar should not be discussed between a quorum of board members. If a topic needs to be discussed by the full board, it should be added as an agenda item in an open meeting by following the Agenda Preparation procedure outlined on page 12 of the Handbook.

The registrar will include documentation of any topic(s) addressed, dates of communications, names of constituents and any follow-up actions related to:

- Constituent concerns related to the school board or governance;
- Constituent concerns having been elevated to the school board when they feel it is not being addressed by the superintendent;
- Constituent concerns submitted to the entire board that are directed through the appropriate chain of command;
- Staff requests/concerns that must be addressed by the school board; and
- Constituent communications that are directed to staff for resolution.

The Topic Action Registrar will not include:

- Agenda item questions/concerns (they are accessible via a Google Doc maintained by the superintendent)

In general, all non-governance questions and concerns should follow a chain of command when being addressed. The proper chain of command for non-staff constituents is teacher, principal, superintendent, then school board. For staff, the first step in the chain of command is their supervisor. The superintendent should be the first chain of command when an issue involves multiple schools or when the issue is unresolved after already contacting a principal.

No Open Meeting Law Violation occurs when mail (electronic or printed) is used to distribute materials to board members. A problem or violation may arise when the board members respond to the information and begin a discussion of the materials. Additional information about Open Meeting Law is found here:

[Minnesota Open Meeting Law - Minnesota Counties Intergovernmental Trust \(mcit.org\)](http://mcit.org)

COMMUNICATIONS CONTINUED . . .

Situation	Communication Protocol
<p>If I get a phone call, email, or stopped in public with concerns from a constituent, including:</p> <ul style="list-style-type: none"> ● Staff member ● Student ● Parent ● Community Member 	<p>Request name and phone number of the constituent if contacted via phone or while in public. Always seek to identify the situation/interest. Board members should:</p> <ul style="list-style-type: none"> ● Thank the person for contacting them and for bringing the issue to their attention; ● Redirect staff to supervisor/ principal; ● Redirect student to teacher/principal; ● (Caution: Follow district procedures if a safety concern is raised) ● Redirect parent appropriately per the chain of command; ● In all situations notify the superintendent by email or phone call for situational awareness; ● Be available for contact in the future if redirecting does not address the concern; ● Be alert to “patterns” of like concerns, and if present, notify the superintendent by email and possibly the board chair; ● Contact the board chair in addition to the superintendent if the concern raises governance questions (the chair will then add it to a topic action registrar); ● Not try to solve the problem/issue independently; and ● Immediately notify the superintendent and chair if they are threatening to elevate a situation to the media/social media.
<p>If I get an email that is addressed to the entire board with concerns from a constituent, including:</p> <ul style="list-style-type: none"> ● Staff member ● Student ● Parent ● Community Member 	<p>The board chair will respond on behalf of the board using these guidelines:</p> <ul style="list-style-type: none"> ● Contact the superintendent and possibly legal, if needed; ● Respond within 72 hours; ● Reply including all board members for situational awareness; ● In the event of a conflict of interest, the chair will coordinate with the superintendent and vice chair to identify responsibility for responding (the chair will communicate any delegation of duty to the entire board); ● The board chair will document the communication in the Topic Action Registrar; and ● Board members are able to reply individually to constituents, but should do so cautiously if the chair has already responded on behalf of the board. If doing so, board members should advise the constituent they are replying as a board member and not on behalf of the full board.

COMMUNICATIONS CONTINUED . . .

Situation	Communication Protocol
<p>As a board member, what should I do if I have a concern or complaint?</p>	<ul style="list-style-type: none"> ● Contact the chair and the superintendent directly, in person, by phone or by email; ● Don't engage in serial meetings or emails with other board members; ● Be clear, explain your concern and/or complaint <ul style="list-style-type: none"> ○ If it relates to the board's operations, offer a solution; ● Identify what in the concern is governance work and what is management work; and ● Don't raise an issue as a surprise in a working session or a regular meeting. Allow the board chair, and superintendent time to research and prepare for a board discussion.
<p>What if I disagree with a report or presentation to the board?</p>	<ul style="list-style-type: none"> ● Submit questions & concerns by email to the superintendent; ● If the disagreement is in the details, request a meeting with the superintendent to discuss; ● Do not surprise administrators or your fellow board members at a meeting; and ● Praise publicly, confront privately
<p>Regular One Way Communications:</p> <ul style="list-style-type: none"> ● Board chair to board members ● Superintendent to board members 	<ul style="list-style-type: none"> ● Board Chair Notes - weekly email to all board members and the superintendent to celebrate successes from the previous week, identify upcoming activities, and note changes/additions in future board work ● The chair may send other informational emails (If a questions arises, email the chair separately) ● Weekly Wrap - weekly email from the superintendent each week.
<p>Accessing the school board's shared Google Drive folder</p>	<ol style="list-style-type: none"> 1. Login to your district email 2. Top right corner, click <i>Google Apps</i> 3. From drop down click the <i>Drive</i> logo  4. Click <i>Shared Drives</i> 5. From dropdown click <i>2024 School Board Shared Docs</i>
<p>Communication Among Board Members</p>	<p>No open meeting violation occurs when mail (electronic or printed) is used to distribute materials to board members. A problem or violation may arise when the board members respond to the information and begin a discussion of the materials.</p>

ELECTION OF OFFICERS

The chair, vice-chair, treasurer, and clerk of the board are elected annually at the Organizational Meeting in January.

ELECTION OF OFFICERS PROCEDURE

- The acting chair asks for nominations. Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately offered, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board members wishing to make a nomination has ample opportunity to do so.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nomination for the office.

SCRIPT FOR NOMINATION PROCEDURE

- **Acting Chair:** "Nominations are now in order for the office of chair."
- **Director_____:** "I nominate Director_____."
- **Acting Chair:** "Director_____ is nominated. Are there any other nominations for the office of chair?"
- **Acting Chair:** "Are there any further nominations for the office of chair?"
- **Acting Chair:** "Are there any further nominations for the office of chair?"
- **Acting Chair:** "If there are no further nominations ... [pause] ... nominations for the office of chair are closed."

SCRIPT FOR VOTING PROCEDURE

All votes must be recorded as required by Minnesota's Open Meeting Law

1. If a single nomination
 - **Acting Chair:** "Director_____ is the only candidate nominated for the office of chair, can I see a show of hands for those in support?"
 - **Acting Chair:** Announces the vote "Let the minutes show that Director_____ has been elected to the office of chair." **MOVE TO STEP 3**
2. If multiple nominations, vote is required and will be in the order of the nominations
 - Acting Chair:** "All those in favor of the Director_____ for the office of chair raise your hands."
 - Acting Chair:** "All those in favor of the Director_____ for the office of chair raise your hands."
 - Three or more candidates, requires a roll call vote.
 - Acting Chair:** "Director_____ received a majority of the votes cast and is elected chair of the school board." **MOVE TO STEP 3**
3. The newly elected chair then immediately assumes the duties of the presiding officer and conducts the election of other officers following the same procedure.

ROLES OF OFFICERS

ROLES OF BOARD OFFICERS

Once elected and sworn in, officers will immediately assume their duties. All board members maintain equal rights, equal voices, and equal access to information.

Chair

- Presides at all school board meetings, countersigns all orders upon the treasurer for claims allowed by the board, represents the school district in all actions, and performs all duties a chair usually performs. See pages 22 & 23 for board chair norms.

Vice-Chair

- Perform the duties of the chair in the event of the chair's temporary absence.

Clerk

- Reads resolutions and, when necessary, records attendance and roll call votes;
- Signs documents when necessary;
- Perform such duties of the chair in the event of the chair's and vice-chair's temporary absence; and
- Since certain duties of the clerk require the clerk to be available regularly in the district office, Minnesota law allows other persons (such as the district's administrative assistant under the direction of the board clerk) to perform some duties of clerk. Including but not limited to the following:
 - Keep and maintain permanent records of the school board, including records of the minutes;
 - Ensure all public records maintained by the district are available for inspection by the public during the district's regular business hours at the district office;
 - Perform election duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections; and
 - Notify all persons elected within three days after an election.

Treasurer

- Signs documents when necessary;
- The treasurer shall perform such duties of the chair in the event of the chair's, vice-chair's, and clerk's temporary absence; and
- Since certain tasks of the treasurer require the treasurer to be available regularly to the district's administration. The law allows the board by resolution to name a person (such as Director of Finance) to perform certain duties of treasurer. Including but not limited to the following:
 - Deposit district funds in the official depository;
 - Make reports called for by the board and perform other duties a treasurer usually performs; and
 - In the event of insufficient funds to pay valid orders presented to the treasurer, receive, endorse, and process the orders according to the law.

School Board Student Representative

Four student representatives serve on the school board as non-voting members for a 1-year term.

BOARD CHAIR NORMS

ANNUALLY

- Make Committee Assignments (January) - consider board member interest, experience, time availability and equivalent distribution of workload. Make sure 917 and policy committee members understand the level of work required;
- Make Mentor Assignments (January following election years) - consider board member temperament, experience, previous relationship, and time availability;
- Initiate conversations related to the 200 Series - School Board Policies, Procedures and Norms. Highlighting Policy 209 Ethics and Policy 215 Addressing School Board Member Violations (as necessary);
- Set up Board Work Calendar (prior year chair starts a draft in Sept/Oct and responsibility is transferred to new chair in January) - incorporate board working sessions, regular meetings, board development, responsibilities to superintendent, legislative work, and board member meeting conflicts. Board Work Calendar is maintained in the board's shared google drive;
- Develop a draft 3-year work plan during the July/August working session, to get board response prior to final approval during July/August regular meeting; and
- Maintain the board's shared folder in Google Drive.

 School Board Governance Work Plan DRAFT August 2023 			
Key Roles	2023/24 SY	2024/25 SY	2025/26 SY
District Policy	<ul style="list-style-type: none"> • 1/3 District Policy Review + Annual Policy Review 	<ul style="list-style-type: none"> • 1/3 District Policy Review + Annual Policy Review 	<ul style="list-style-type: none"> • 1/3 District Policy Review + Annual Policy Review
Operations Oversight and Long-Range Planning	<ul style="list-style-type: none"> • Budget Approval • District Long Range Model/Goals • Operational Plan Monitoring Reports • District Sizing to Enrollment and Trends • Supporting culture/climate for learning success (mental health and behavior) • Secondary Innovation programmatic recommendation 	<ul style="list-style-type: none"> • Budget Approval • District Long Range Model/Goals • Operational Plan Monitoring Reports • District Sizing to Enrollment and Trends • Supporting culture/climate for learning success (mental health and behavior) • Support Secondary Innovation programmatic implementation 	<ul style="list-style-type: none"> • Budget Approval • District Long Range Model/Goals • Operational Plan Monitoring Reports • District Sizing to Enrollment and Trends • Supporting culture/climate for learning success (mental health and behavior)
Board Operations and Development	<ul style="list-style-type: none"> • School Board Annual Evaluation • Board 3 Year Governance Work Plan • 4 Board Seats • New Board Member Training • Board Member Deep Learning/Retreat • Staff engagement design • Consider Board Election Cycle • Update Board Handbook (establish practice/process) • Seat Student Board Member 	<ul style="list-style-type: none"> • School Board Annual Evaluation • Board 3 Year Governance Work Plan • Board Candidate Recruitment • Board Member Deep Learning/Retreat 	<ul style="list-style-type: none"> • School Board Annual Evaluation • Board 3 Year Governance Work Plan • 3 Board Seats • New Board Member Training • Board Member Deep Learning/Retreat
Superintendent Relations and Development	<ul style="list-style-type: none"> • Superintendent Evaluation • District Quarterly Benchmark Reports 	<ul style="list-style-type: none"> • Superintendent Evaluation • District Quarterly Benchmark Reports 	<ul style="list-style-type: none"> • Superintendent Contract (Extension/New Search) • Superintendent Evaluation • District Quarterly Benchmark Reports
Public Engagement	<ul style="list-style-type: none"> • Legislative Engagement - Platform • Community Communications • Assess enrollment choice, decline, and engagement • Staff engagement design 	<ul style="list-style-type: none"> • Legislative Action Committee • Community Communications • Assess enrollment choice, decline, and engagement • Staff engagement 	<ul style="list-style-type: none"> • Legislative Engagement - Platform • Community Communications • Assess enrollment choice, decline, and engagement • Staff engagement

BOARD CHAIR NORMS CONTINUED . . .

WEEKLY

- Meet with the superintendent to look at upcoming work and assign it to the board work calendar. This could be every other week. Consistency is important; and
- Notes from the Chair - weekly email to all board members and the superintendent celebrating successes from the previous week, identifying upcoming activities, and announcing changes/additions to future work.

AT REGULAR MEETINGS

- Preside over meetings in accordance with policies and procedures (200 Series);
- Specifically for the Future Meetings and Topics, have a summary of the next 3-4 meetings (working and regular), ready to share with the board and community; and
- Maintain decorum during working sessions and regular meetings using Robert's Rules & established board norms.

AS NEEDED

Prepare responses to community/board member/media questions

- Maintain a topic register in the board's shared Google Drive - chair editor; board members and superintendent viewers:
 - Input topic, sender, method and date;
 - Coordinate with superintendent on developing a response;
 - Reply, including all board members for situational awareness (aim for 24-72 hour response time; allowing for weekends/holidays/info gathering);
 - Update Topic Register when response is provided - date and by whom;
- If a conflict of interest exists, coordinate with the superintendent and vice chair to identify responsibility for responding. Communicate any delegation of duty to the entire board;
- In the rare instance where factually inaccurate information is released to the public (Letter to the Editor or other local media source) coordinate accurate response with superintendent;
- Keep the Board Work Calendar accurate!
- Establish and foster board member development, growth, accountability, and focus towards and to student achievement; and
- Delegate specified duties to vice chair, when necessary. Communicate any delegation of duties to the entire board.

SUPERINTENDENT

The superintendent is a leader who aspires to improve student achievement, while ensuring that students truly are at the heart of all we do. The superintendent manages the day-to-day operation of the school district, implements decisions and policies as adopted by the school board, and supervises administrators, educators, & staff. The school board recognizes the superintendent as the chief executive officer of the school district, and a non-voting member of the board. The board expects the superintendent to inform the board of needs related to the school district's current and future operations, and to make recommendations, proposals and suggestions regarding topics before the board.

Effective school boards know that they have a duty to themselves and their communities to determine whether the authority delegated to the superintendent is being used as intended. As a result, evaluating the superintendent's performance is a major focus of the school board and, by extension, the superintendent.

STRATEGIC ANCHORS

Drivers of Our Continuous Improvement

A. Engaged Learners

B. Effective Operations

C. Communication and Collaboration

2023/2024 SUPERINTENDENT GOALS

ENGAGED LEARNERS:

- 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.
- Support the school board and administration to ensure that the entire scope of the READ Act is strategically implemented to provide evidence-based professional development and curriculum while maximizing financial resource opportunities.

EFFECTIVE OPERATIONS:

- Develop and execute an intentional and strategic plan to connect and communicate with all stakeholders to inform, engage and support the decision-making process regarding the school district's technology levy.

COMMUNICATION AND COLLABORATION:

- Provide reliable and consistent communication to board, staff and community stakeholders.
- Work to provide a nationally normed survey to establish baseline data for parent satisfaction, and student and staff experience.

SUPERINTENDENT EVALUATION NORM

SUPERINTENDENT EVALUATION TIMELINE

Summer: Share superintendent goals with the school board and come to a mutual agreement.

Fall: Superintendent provides the school board with a benchmark report of strategic/operational plan and applicable goal progress update.

November: The board chair sends out mid-year superintendent evaluations to board members. Evaluation will use a rating system of 1-4.

- Each board member completes and returns evaluation to the board chair within 7 days.
- The school board chair completes a mid-year formative evaluation summary document consisting of each school board member's ratings and comments.

December Closed Session: The school board chair brings the mid-year evaluation summary document to the superintendent's evaluation meeting (closed session).

- The school board shares and discusses the formative evaluation of performance.
- Superintendent (may or may not) complete and share goal progress self-evaluation with the school board.

December Board Meeting: The school board chair, at the next open meeting, summarizes conclusions regarding the mid-year evaluation. The mid-year evaluation shall be attached to the summative evaluation and placed in the superintendent's personnel file.

January: Superintendent provides the school board with a benchmark report of strategic/operational plan and applicable goal benchmark progress.

May: The board chair sends out summative superintendent evaluations to board members. Evaluation will use a rating system of 1-4.

- Each board member completes and returns evaluation to the board chair within 7 days.
- The school board chair creates a summative evaluation summary document consisting of each school board member's ratings and comments.

June Closed Session: The school board chair brings the summative evaluation summary document to the superintendent's evaluation meeting (closed session).

- The school board shares and discusses the summative evaluation of performance. Changes to the evaluation may be made as a result of the discussions.
- Superintendent may or may not complete and share goal progress self-evaluation with the school board.

June Board Meeting: The school board chair, at the next open meeting, summarizes conclusions regarding the summative evaluation. A copy of the final written summative evaluation is placed in the superintendent's personnel file.

Subsequent Contract Negotiation Procedure: (Placeholder)

SCHOOL BOARD COMMITTEES

Committees may be established to address recurring needs of the school board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full school board for decision making.

ESTABLISHING SCHOOL BOARD COMMITTEES

During the Organizational Meeting, the school board shall establish each standing committee, as well as the number of committee members. Ad hoc committees may be established by general consensus to address temporary needs or perform special functions, after the completion of which the ad hoc committee will automatically dissolve.

COMMITTEE MEMBERSHIP

Each school board committee will consist of two or three school board members, the superintendent, and/or administrators as delegated by the superintendent. It is the responsibility of the school board chair to appoint the members for each standing committee.

COMMITTEE MEETINGS

Committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done. Meeting dates and times will be determined by the committee and proper notice will be posted for the public. **NORM:** Committee chairs are responsible for documenting committee recommendations, providing written committee reports to the district's administrative assistant, and shall provide a verbal summary of the committee recommendations for board consideration during regular board meetings.

COMMUNITY COLLABORATION COMMITTEE: The Community Collaboration Committee is a link between the Hastings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

FACILITIES COMMITTEE: The mission of the Facilities Committee is to provide strategic guidance of substantial facilities investment activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity throughout the School Board and the community at large. This will in turn enhance public confidence in the district's ability to effectively manage, maintain and improve District facilities through communication of the results of its work to the School Board and by educating the public regarding the facility usage, condition and outlook for the District.

FINANCE COMMITTEE: The finance committee works with the superintendent and the director of finance. Topics may include district budget, annual audit, right sizing, LTFM, fund balance, grants, and projects under construction. Communicating the work of the finance committee and educating the public regarding the district's financial position enhances public confidence in the district's ability to effectively handle its financial affairs. Chair for this committee shall be the board's treasurer.

POLICY COMMITTEE- See page 29

STUDENT SCHOOL BOARD MEMBER COMMITTEE -

MEMBERSHIPS AND LIAISONS

Partnerships with various organizations that are affiliated with the school district, require that a board member be appointed as a liaison. It is the responsibility of the board chair to appoint members to serve as liaisons at the Organizational Meeting. **NORM:** The board chair will consult with each individual board member and determine each member's interests & their ability to fulfill the role of liaison prior to appointment.

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)

Forty- seven K-12 school districts, six intermediate/ educational cooperative districts – ONE voice. AMSD's primary task is to lobby at the state level for the needs of metropolitan school districts. The appointed liaison will attend virtual meetings and report relevant information back to the board.

INTERMEDIATE SCHOOL DISTRICT #917

In partnership with nine member districts, Intermediate School District #917 provides special education, career and technical education, and alternative education for students in the southeast metro area. ISD #917's Board of Education is composed of one board member from each of its nine-member districts. One board member from ISD 200, will be appointed to serve as a liaison on the board of ISD #917 for a three-year term. The appointed liaison will:

- attend ISD #917 meetings, one Tuesday a month from 4:45pm -6:15pm;
- first meeting: January 9, 2024 from 4:45pm - 6:30pm;
- provide a brief ISD #917 update during the reports portion of ISD 200 's regular meeting;
- receive additional compensation as determined by the board of ISD #917;

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs and provides leadership and support for member schools. The appointed liaison will vote on ISD 200's behalf when necessary.

BRIGHTWORKS (formally MetroECSU)

Provide cost-effective, high quality education services and programs to public schools/districts in the Twins Cities. A liaison is appointed but no additional meetings are required.

MINNESOTA SCHOOL BOARDS ASSOCIATION (MSBA)

The Minnesota School Boards Association (MSBA) is a leading advocate for public education, they support, promote, and strengthen the work of Minnesota school boards. Board members are provided a login to access available resources. The Delegate Assembly is held annually to vote on resolutions proposed by school boards across Minnesota. One or two liaisons are appointed to serve a two-year term as delegates. Delegates attend one zoom meeting in November, and one in person meeting in December. See page 11 for Learning to Lead Workshop Series & Annual Leadership Conference details.

IN DISTRICT LIAISONS

TBD by the board in January 2024

POLICY NORMS

MSBA POLICY REFERENCE MANUAL

As a service the Minnesota School Board Association provides our district with access to MSBA's Policy Reference Manual. This access assists the board and administrators in the development of proper policies and procedures in managing the district. MSBA's model policies are designed to provide accurate and authoritative information regarding the subject matter covered. Most ISD 200 policies are developed using the MSBA model policy as a starting point.

POLICY COMMITTEE

The policy committee serves in an advisory capacity to the board. The committee researches, reviews, and develops policy recommendations. In maintaining the district's policies, this committee meets twice a month, working collaboratively with the superintendent, the district's administrative assistant, department directors and building administrators. The committee's work is guided by a three- year policy review cycle. It is common for a policy to be under review for multiple months before the committee has a recommendation to bring forward for the full board to review, discuss, and possibly adopt.

THREE YEAR POLICY REVIEW CYCLE

The three- year policy review cycle ensures compliance with Policy 208 subd.VI (D) which states *"The school board shall review policies at least once every three years."* The review cycle began in January 2023 and goes in order of series with the committee reviewing 12-15 policies each quarter.

MANDATORY POLICIES

A number of policies are mandatory as state or federal law requires a policy. From 2019- 2021, the policy committee worked diligently to ensure that ISD 200 adopted all mandatory policies. In addition to mandatory policies, there are also a number of policies that need to be consistent with state or federal laws which specify how a policy is to be stated or implemented. The school district's legal counsel should be consulted prior to deviation from the recommended language in an MSBA Model Policy to ensure that any variances are not inconsistent with legal requirements.

POLICY DEVELOPMENT

Policy development may be initiated by school board members, the superintendent, district employees, students, parents, and/or community members. Proposed policy requests should be emailed to the policy committee chair and the district's administrative assistant, these requests will be placed on the policy committee's agenda for consideration. **NORM:** Policy topics that are covered by an MSBA model policy, shall be developed using the model policy as a starting point. Policies shall meet the educational goals of ISD 200, be within the scope of the board's authority, and be consistent with law and existing policies.

- New policy shall be proposed to the board for consideration.
- Adopted policies are posted in the policy manual on the district's website.

ANNUAL REVIEW POLICIES

Per state statute, a number of policies must be reviewed annually by the board. The policy committee will begin the review of these policies in April or May. **NORM:** Annual review policies will be presented to the board for a first reading, no later than June of each year. This ensures that annual review policies are ready for the start of the new school year.

POLICY NORMS CONTINUED . . .

POLICY REVIEW

The policy committee reviews 12-15 policies each quarter following the review cycle. MSBA Model Policies are the starting point for each review. MSBA may also provide updates to existing policies. The objective of policy review is to determine whether the policy is consistent with:

- State and federal law;
- Current policies and procedures;
- Best practice;
- Strategic direction of the school district; and
- Meets the needs of students, families, and staff.

In addition to the review cycle, the committee may review policies that require revision based on changes made in state/federal law, and/or at the request of the board or superintendent. **NORM:** Procedures may be reviewed and revised as determined by the board and superintendent. The 200 series procedures and the school board member handbook will undergo a full review during the committee's review of the 200 series policies.

POLICY READINGS

Readings serve as an introduction to a new policy and/or a notice of proposed changes to a current policy as recommended by the policy committee. A policy is included as an attachment to the agenda for at least three regular board meetings; this provides three opportunities for board members and the public to read the proposed policy. Policies will be proposed in the following format:

- Meeting 1 = 1st Reading: a red-lined version of the policy showing all proposed changes is included as an attachment to the agenda. Members of the public may offer suggestions regarding a policy during the public comments portion of the board meeting. The policy committee chair provides a written and verbal summary of newly proposed policies and recommended changes to current policies. At this point, suggestions and revisions to a policy are discussed by the board and additional revisions may be agreed upon. The policy is sent back to the committee. (The committee implements revisions to the policy and researches any questions asked by the board); **NORM:** Board members may make suggestions for a policy during the first and second reading and should also email those suggestions to the policy committee chair. **NORM:** As a general rule of practice, board members should refrain from making grammatical, spelling, spacing, numbering, and general formatting suggestions during the regular board meeting; these may be emailed to the policy committee chair and administrative assistant. Corrections will be reflected in the final policy once adopted by the board.
- Meeting 2 = 2nd Reading: a red-lined version of the policy showing all proposed changes and any previously agreed upon revisions is included as an attachment to the agenda. Members of the public may offer suggestions regarding a policy during the public comments portion of the board meeting. The policy committee chair provides a written and verbal summary of the policy revisions. Suggestions and revisions to the policy are discussed by the board and additional revisions may be agreed upon. The policy is sent back to the committee. (The committee implements the agreed upon revisions).
- Meeting 3 = 3rd Reading/Consent Agenda: a red-lined version of the policy showing all proposed changes and revisions is included in the agenda. The board votes to approve or reject the recommended policy or policy changes.

POLICY NORMS CONTINUED . . .

POLICY ADOPTION

A policy is approved by a majority vote of the board, and once approved, the policy is considered adopted and is added to the district's policy manual on the district's website. **NORM:** Minor editorial changes to a policy that do not affect the purpose, scope, or policy statement may be made without board action.

- In compliance with the district's record retention schedule, the red-lined version of a policy shall be maintained digitally in an archive folder in the policy committees shared Google Drive for up to three years. Upon completion of a three year policy review cycle, the archived folder should be re-titled to "Policy Review Cycle 20__ - 20__"**USE OF THE CONSENT AGENDA FOR POLICY ADOPTION**

Revisions to policies that are required due to a change in statute, or other governmental mandate, may be made by the policy committee and adopted through the consent agenda in a single meeting. A policy that is on an agenda for 3rd reading or beyond may be included in the consent agenda.

POLICY MANUAL

The district's policy manual contains nine series, each series focuses on a specific content area. There are three document formats contained within the manual, Policies are identified by number, Procedures are identified by a number followed by PR, and forms are identified by a number followed by FRM.

100 Series - School District	600 Series - Educational Programs
200 Series - School Board	700 Series - Non-Instructional Operations
300 Series - Administration	800 Series - Health & Safety
400 Series - Employee's/Personnel	900 Series - School District/Community Relations
500 Series - Students	

Policies are the formal guidelines adopted by the school board ensuring that ISD 200 operates in an effective and efficient manner in order to achieve its mission. Policies define the desire and intent of the board, while policy implementation is delegated to the superintendent (with the exception of the 200 series - school board policies).

Procedures (PR) contain administration's guidelines as determined by the superintendent for the operational implementation of its respective policy. The superintendent will determine if a procedure is needed. No board action is required for new procedures or for changing existing procedures. Procedures shall be titled in accordance with *Policy 208.2PR* and shall be available in the policy manual on the district's website.

Forms (FRM) may accompany a policy at the direction of the superintendent.

200 SERIES – SCHOOL BOARD POLICIES

MN Statute 129B.09 Subd. 7 “The board shall make, and when deemed advisable, change or repeal rules relating to the organization and management of the board and the duties of its officers.”

The policies within the 200 series govern the board’s operation. The policy committee is responsible for the development of the policies, procedures, and norms within this series and the board is responsible for implementation of this series.

- 201 - [LEGAL STATUS OF THE SCHOOL BOARD](#)
- 202 - [SCHOOL BOARD OFFICERS](#)
- 203 - [OPERATION OF THE SCHOOL BOARD – GOVERNING RULES](#)
- 203.1PR [SCHOOL BOARD PROCEDURES; RULES OF ORDER](#)
- 203.2PR - [ORDER OF THE REGULAR SCHOOL BOARD MEETING PROCEDURE](#)
- 203.5PR - [SCHOOL BOARD MEETING AGENDA PROCEDURE](#)
- 203.6PR - [CONSENT AGENDAS PROCEDURE](#)
- 204 - [SCHOOL BOARD MEETING MINUTES](#)
- 205 - [OPEN MEETINGS AND CLOSED MEETINGS](#)
- 206 - [PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS](#)
- 206.1FRM - [PUBLIC PARTICIPATION AT SCHOOL BOARD MEETING REQUEST FORM](#)
- 206.2PR - [PUBLIC PARTICIPATION AT SCHOOL BOARD MEETING PROCEDURE](#)
- 207 - [PUBLIC HEARINGS](#)
- 208 - [DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES](#)
- 208.1PR - [DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES PROCEDURE](#)
- 208.2PR [200 SERIES POLICY PROCEDURE NORM](#)
- 209 - [CODE OF ETHICS](#)
- 210 - [CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS](#)
- 211 - [CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER](#)
- 212 - [SCHOOL BOARD MEMBER DEVELOPMENT](#)
- 213 - [SCHOOL BOARD COMMITTEES](#)
- 213.1PR - [SCHOOL BOARD COMMITTEE PROCEDURE](#)
- 214 - [OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS](#)
- 215 - [ADDRESSING SCHOOL BOARD MEMBER VIOLATIONS](#)

[SCHOOL BOARD MEMBER HANDBOOK REVIEW NORM](#)

[STUDENT SCHOOL BOARD REPRESENTATIVES NORM](#)

[SITE VISIT PROCEDURE FOR SCHOOL BOARD MEMBERS \(Placeholder\)](#)

EDUCATIONAL DEFINITIONS & ACRONYMS

ABE	Adult Basic Education
ABI	Acquired Brain Injury
ABS	Adaptive Behavior Scale
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADM	Average Daily Membership
ADR	Alternative Dispute Resolution
ADSIS	Alternative Delivery of Specialized Instructional Services
AEM	Accessible Educational Material
AIDS	Acquired Immunodeficiency Syndrome
ALC	Area Learning Centers
APR	Annual Performance Report
ASD	Autism Spectrum Disorders
ASL	American Sign Language
AT	Assistive Technology
AYP	Adequate Yearly Progress
BOSA	Board of School Administrators
BOT	Board of Teaching
BVI	Blind/Visually Impaired
CAP	Corrective Action Plan

CEIS	Coordinated Early Intervening Services
CFR	Code of Federal Regulations
CIMP	Continuous Improvement Monitoring Process (See MNCIMP and MNCIMP:SR)
CLASS	Coordinating Learner for Academics and Social Success (A Federal Setting III academic support)
CMS	Centers for Medicare and Medicaid Services
CNS	Central Nervous System
COMS	Certified Orientation and Mobility Specialist
CP	Cerebral Palsy
CSPR	Consolidated State Performance Report
CT	Computed Tomography
CTIC	Community Transition Interagency Committee
CVI	Cortical/Cerebral Visual Impairment
DAPE	Developmental Adaptive Physical Education
DB	Deaf-Blind
DCD	Developmental Cognitive Disabilities
DD	Developmental Delay
DHH	Deaf/Hard of Hearing
DHS	Department of Human Services

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

DIRS	Disciplinary Incident Reporting System
DLC	Disability Law Center
DOC	Department of Corrections
DSM	Diagnostic and Statistical Manual of Mental Disorders
EBD	Emotional and Behavioral Disorders
EC	Early Childhood
ECFE	Early Childhood Family Education
ECSE	Early Childhood Special Education (Birth-5)
ECSU	Education Cooperative Service Unit
EDGAR	Education Department General Administrative Regulations
EDRS	Electronic Data Reporting System
EEP	Emergency Evacuation Plan
EI	Early Intervention
EL	English Learner
ER	Evaluation Report
ESEA	Elementary Secondary Education Act
ESL	English as a Second Language
ESU	Education Service Unit
ESY	Extended School Year
F&R	Free and Reduced

FAE	Fetal Alcohol Effects
FAPE	Free Appropriate Public Education
FASD	Fetal Alcohol Spectrum Disorder
FBA	Functional Behavioral Assessment
Federal Setting	Refers to the percentage of time a student spends in special education
Federal Setting I	0-21 percent in special education
Federal Setting II	21-60 percent in special education
Federal Setting III	60 percent or more in special education
Federal Setting IV	separate special education site
Federal Setting V	public hospital, day treatment, correctional facility, etc.
FERPA	Family Educational Rights to Privacy Act (The Buckley Amendment)
FFY	Federal Fiscal Year
FR	Federal Register
FTE	Full Time Equivalent
FY	Fiscal Year
GED	General Education Development
GLBTQ	Gay, lesbian, bisexual, transgender, questioning

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

HCJC	Hennepin County Juvenile Center
HIV	Human Immunodeficiency Virus
HQ	Highly Qualified
IASA	Improving Americas' Schools Act
ICC	Interagency Coordinating Council
IDEA	Individuals with Disabilities Education Act
IEE	Independent Educational Evaluation
IEIC	Interagency Early Intervention Committee
IEP	Individualized Education Program
IFCSP	Individual Family Community Support Plan
IFSP	Individualized Family Service Plan
IHE	Institution of Higher Education
IHP	Individual Health Plan
IIIP	Individual Interagency Intervention Plan
IQ	Intelligence Quotient
ISD	Independent School District
LD	Learning Disabilities
LEA	Local Educational Agency (e.g., school district, charter school, etc.)
LEP	Limited English Proficient
LPN	Licensed Practical Nurse
LRE	Least Restrictive Environment

LSTA	Library Services and Technology Act
MA	Medical Assistance
MAEF	Minnesota's Academic Excellence Foundation
MARSS	Minnesota Automated Reporting Student System
MCA	Minnesota Comprehensive Assessment
MCIS	Minnesota Career Information System
MDE	Minnesota Department of Education
MESPA	Minnesota Elementary School Principal's Association
MH	Mental Health
MHCP	Minnesota Health Care Programs
MMR	Multiple Measurements Rating
MnCIMP	Minnesota Continuous Improvement Monitoring Process
MnCIMP : SR	Minnesota Continuous Improvement Monitoring Process: Self Review
MnSEMS	Minnesota Special Education Mediation Service
MnSIC	Minnesota System of Interagency Coordination
MNTAFS	Minnesota Technical Assistance for Family Support
MOE	Maintenance of Effort
MRI	Magnetic Resonance Imaging

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

MS	Multiple Sclerosis
MSBA	Minnesota School Board Association
MSS	Minnesota Student Survey
MRI	Magnetic Resonance Imaging
MTC	Minneapolis Technical College
MTSS	Multi-Tiered Systems of Support
N&D	Neglected and Delinquent
NAD	National Association of the Deaf
NAEP	National Assessment of Education Progress
NCAA	National Collegiate Athletic Association
NIMAC	National Instructional Materials Access Center
NIMAS	National Instructional Materials Accessibility Standard
NP	Nurse Practitioner
O&M	Orientation and Mobility
OCD	Obsessive Compulsive Disorder
OCR	Office for Civil Rights (U.S. Department of Education)
OEO	Office of Economic Opportunity
OHD	Other Health Disabilities
OMB	Office of Management and Budget
OSEP	Office of Special Education Programs, U.S. Department of Education
OSERS	Office of Special Education and Rehabilitation Services, U.S. Department of Education

OT	Occupational Therapist or Therapy
P&A	Protection and Advocacy
PACER	Parent Advocacy Coalition for Educational Rights Center
Part C	Infants and Toddlers with Disabilities Program
PBIS	Positive Behavioral Interventions and Supports
PCA	Personal Care Attendant
PD	Physical Disability
PDD	Pervasive Developmental Disorders
PDD/ NOS	Pervasive Developmental Disorders Not Otherwise Specified
PE	Physical Education
PFDA	Pupil Fair Dismissal Act
PI	Physically Impaired
PL	Public Law
PLAAFP	Present Levels of Academic Achievement and Functional Performance
PSEO	Postsecondary Enrollment Options
PT	Physical Therapy or Physical Therapist
PTA	Parents, Teachers and Students
PTI	Pathways to Employment
PTSD	Post Traumatic Stress Disorder
RDA	Results-Driven Accountability

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

RLIF	Regional Low Incidence Facilitator
RLIP	Regional Low Incidence Projects
RRC	Regional Resource Center
Rtl	Response to Intervention
SAT	Scholastic Assessment Test
SDFS	Safe and Drug Free Schools
SDFSC	Safe and Drug Free Schools and Communities
SEA	State Educational Agency
SEAC	Special Education Advisory Council (local)
SEAP	Special Education Advisory Panel (state)
SEAU	Special Education Administrative Unit
Section 504	A federal law that protects a student with an impairment that substantially limits one or more major life activities, regardless of whether the student receives special education services.
SERVS	State Educational Record View and Submission
SIC	State Interagency Coordination Committee
SIMR	State-Identified Measurable Result
SL	Speech/Language
SLD	Specific Learning Disability
SLP	Speech Language Pathologist
SMI	Severely Multiply Impaired
SPDG	State Personnel Development Grant

SpEd or SPED	Special Education
SPP	State Performance Plan
SRBI	Scientific, Research-Based Intervention
SSA	Social Security Act; Social Security Administration
SSB	State Services for the Blind and Visually Handicapped
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
SSIP	State Systemic Improvement Plan
STAR	Staff Automatic Reporting System
STD	Sexually Transmitted Diseases
SW	Social Worker
SW-PBIS	Schoolwide Positive Behavioral Interventions and Supports
TBI	Traumatic Brain Injury
TBVI	Teacher of the Blind and Visually Impaired
TDD	Telecommunication Devices for the Deaf
TEAE	Test of Emerging Academic English
TIES	Technology and Information Educational Services
TSES	Total Special Education System
TTY	Teletypewriter (Phone System for Deaf Individuals - see TDD)
UDL	Universal Design for Learning

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

UEB	Unified English Braille
UFARS	Uniform Financial Accounting and Reporting System
USC	United States Code
VI	Visually Impaired
VR	Vocational Rehabilitation
VSA	Very Special Arts
WIDA	World-Class Instructional Design and Assessment
WIOA	Workforce Innovation and Opportunity Act
WISC	Wechsler Intelligence Scale for Children
WSS	Work Sampling System

MINNESOTA STATUTES CITED

MN Statute Section 211A.02

MN Statute Section 123B.09 subd.2

MN Statute Section 123B.09 subd.5b

MN Statute 129B.09 Subd. 7

MN Statute Section 13D.05, subd. 2 & 3

MN Statute Section 13.09

Date of Review: 1.26.2024

Future Meetings

Date	Time	Description	Location
03.07.2024	6:00 PM	Regular Board Work Session	HMS Media Center
03.27.2024	6:00 PM	Regular Board Meeting	HMS Media Center
04.09.2024	6:00 PM	School Board Retreat	District Office Conf. Room A
04.24.2024	6:00 PM	Regular Board Meeting	HMS Media Center
05.09.2024	6:00 PM	Regular Board Work Session	HMS Media Center
05.22.2024	6:00 PM	Regular Board Meeting	HMS Media Center
06.04.2024	6:00 PM	Regular Board Work Session	HMS Media Center
06.26.2024	6:00 PM	Regular Board Meeting	HMS Media Center
07.31.2024	6:00 PM	Regular Board Meeting	HMS Media Center
08.07.2024	6:00 PM	Regular Board Work Session	HMS Media Center
08.28.2024	6:00 PM	Regular Board Meeting	HMS Media Center
09.10.2024	6:00 PM	Regular Board Work Session	HMS Media Center
09.25.2024	6:00 PM	Regular Board Meeting	HMS Media Center
10.08.2024	6:00 PM	Regular Board Work Session	HMS Media Center
10.23.2024	6:00 PM	Regular Board Meeting	HMS Media Center
11.07.2024	6:00 PM	Regular Board Work Session	HMS Media Center
11.20.2024	6:00 PM	Regular Board Meeting	HMS Media Center
12.05.2024	6:00 PM	Regular Board Work Session	HMS Media Center
12.18.2024	6:00 PM	Regular Board Meeting	HMS Media Center



BRIDGE TO SUCCESS

Dr. Tamara Champa
SUPERINTENDENT

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
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2024 Hastings School Board Directed Committees

Policy Committee (3)

Meeting Schedule: 01.26.2024 - 9:30-11:00 AM :: 02.16.2024 - 10:00-11:30 AM :: ~~2.22.2024 - 12:00-1:30PM~~ **meeting has been canceled** ~~2.26.24 - 1:00-3:00 PM~~ **meeting has been canceled and rescheduled** 02.28.2024 - 11:00 AM-1:00 PM

Meeting Location: District Office Conference Room A

Purpose Statement:

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.

Jessica Dressely (Chair)	Mark Zuzek	Carrie Tate	Tammy Ludwig
Tammy Champa	Guests as determined by policy review		

Finance Committee (2)

Meeting Schedule: 02.28.2024 - 3:00-4:15 PM

Meeting Location: District Office Conference Room A

Purpose Statement:

Mark Zuzek (Chair)	Carrie Tate	Jen Seubert	Tammy Champa

Facilities Committee (2)

Meeting Schedule: 01.26.2024, 05.03.2024, 08.09.2024, 11.01.2024

All meetings are from 8:00-9:00 AM

Meeting Location: District Office Conference Room A

Purpose Statement:

The mission of the Facilities Committee is to provide strategic guidance of substantial facilities investment activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity throughout the School Board and the community at large. This will in turn enhance public confidence in the

district's ability to effectively manage, maintain and improve District facilities through communication of the results of its work to the School Board and by educating the public regarding the facility usage, condition and outlook for the District.

Melissa Millner (Chair)	Mark Zuzek	Jen Seubert	Cam Peterson
Tammy Champa			

Student School Board Committee (3)

Meeting Schedule: 02.01.2024 - 4:00-5:30 PM :: 02.13.2024 - 5:30-6:00 PM

Meeting Location: District Office Conference Room A

Purpose Statement:

The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending student representatives to serve on the school board.

Jessica Dressely (Chair)	Melissa Millner	Matt Bruns	
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Community Collaboration Committee (3)

Meeting Schedule: 01.29.2024 - 4:00-6:00 PM :: 03.20.2024 - 6:00 PM Coffee and Conversation (HS Lecture Hall)

Meeting Location: District Office Conference Room A - see above for coffee and conversation locations

Purpose Statement:

The Community Collaboration Committee is a link between the HAstings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

Jenny Pine (Chair)	Matt Bruns	Phil Biermaier	Tammy Champa

917 REP (1)

Commitment: Typical 1 meeting per month

Mark Zuzek		
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RELICENSURE COMMITTEE REP



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
 1000 11TH STREET WEST
 HASTINGS, MN 55033-2597
 Phone (651) 480-7000
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Dr. Tamara Champa
 SUPERINTENDENT

Mark Zuzek		
MSHSL REP (1)		
Jenny Wiederholt-Pine		
AMSD Liaison (1)		
Matt Bruns		
BRIGHTWORKS (1) If appointment is open		
Jessica Dressely		
Native American Parent Advisory Committee Liaison		
*March 7, 2024 at 5:30pm - Pleasant Hill Library *April 4, 2024 at 5:30pm - Pleasant Hill Library*May 2, 2024 at 6pm - Location TBD*June 5, 2024 at 6pm - Location TBD		
Matt Bruns	Backup - Jessica Dressely	