

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, April 24, 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:
 - 03.27.24 Regular Board Meeting
 - 04.22.24 Closed Session Security Overview Meeting
 - 04.23.24 Closed Session Negotiation Parameters Meeting
- IV. **Recognition of Visitors**
- V. **Announcements and Recognitions**
- VI. **Raider Spotlight**
 - Student Award Recognitions
 - Spring Employee of the Semester Winners
 - Employee of the Year Winner
- VII. **Public Comment Session**
- VIII. **Reports and Discussions**
 - a. Superintendent
 - i. Cadence Review
 - b. Building Construction Fund Project Update
 - c. NAPAC Non-Concurrence Response
 - d. School Board Representatives/Committees
 - i. ISD 917 School Board Representative Update
 - ii. AMSD Update
 - iii. BrightWorks Update
 - iv. Community Collaboration Committee Update
 - v. Facilities Committee Update
 - vi. Finance Committee Update
 - vii. NAPAC Committee Update
 - viii. Student School Board Committee Update
 - ix. Policy Committee Update
 - e. Policies
 - i. First Reading
 - 423 Employee-Student Relationships
 - 430 Employee Recognition Compensation
 - 501 School Weapons Policy
 - 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - 503 Student Attendance
 - 503.2PR Early Admission to Kindergarten
 - 529 Staff Notification of Violent Behavior by Students
 - ii. Second Readings
 - 220 School Board Student Representatives
 - 604 Instructional Curriculum

- 616 School District System Accountability
- 618 Assessment of Student Achievement
- 619 Staff Development for Standards
- 802 Disposition of Obsolete Equipment and Materials

IX. Action Items

- a. Consent Agenda
 - i. Policies for Approval after Third Reading
 - 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 - 419 Tobacco Free Environment
 - 421 Gifts to Employees and School Board Members
 - ii. Personnel Report
 - iii. Recommendation for Approval of Juneteenth (June 19th) as a Paid Holiday for June 2024
 - iv. Recommendation for Approval of MOU re ESP Hours for 2024-2025
- b. Items for Individual Action
 - i. Sunset Policies
 - 428 Ethical Behavior
 - 429 Conflict of Interest
 - 432 Employee Social Media
 - ii. Multisite Grounds Improvement Project - Bid Award
 - iii. Bills Payable
 - iv. Donations
 - v. Approval for Boston Trip in October 2025
 - vi. Last day of school for Seniors
 - Approval for the last day of school for 12 graders - Friday, May 31st

X. Future Meetings

XI. 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, March 27th, 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 Philip Biermaier and seconded by Jenny Wiederholt-Pine. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the 02.21.24 Regular Board Meeting, 03.07.24 Special Board Meeting, and the 03.18.24 Closed Board Meeting, was made by Mark Zuzek and seconded by Philip Biermaier. The vote was: 7 ayes, 0 nays, motion carried unanimously.

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

Superintendent Champa recognized the Elementary All-Star Choir, the Wind Ensemble, The Fall Employee of the Semester Winners and the Career and Technical Teachers during the Raider Spotlight. Superintendent Champa debuted the Raider Spotlight wooden coins and gave them out to all spotlight guests.

Chairperson Carrie Tate summarized the listening session.

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

The Native American Parent Advisory Committee Non-concurrence Plan was presented by Superintendent Champa.

The Building and Construction Fund Project update was presented by Jen Seubert.

The Data Request update was presented by Cathy Moen.

The ISD 917 update was given by Mark Zuzek.

The Community Collaboration Committee update was given by Jenny Wiederholt-Pine. She discussed the Coffee and Conversation gathering.

The Facilities Committee update was given by Melissa Millner. She discussed the Joint Powers meeting that was held with the City of Hastings.

The Finance Committee update was given by Mark Zuzek.

The Student School Board Committee update was given by Jessica Dressely.

Carrie Tate discussed 206.1FRM. Jessica Dressely provided the Board with an update from the Policy Committee which included the first readings of the following policies: 220 - Student School Board Representatives, 417 - Chemical Use and Abuse, 604 - Instructional Curriculum, 616 - School District System Assessment of Student Achievement, 619 - Staff Development for Standards, 802 - Disposition of Obsolete Equipment and Materials. As well as a second reading of the following policies: 415 - Mandated Reporting of Maltreatment of Vulnerable Adults, 419 - Tobacco Free Environment, 421 - Gifts to Employees and School Board Members.

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

A motion to adopt Policy 206 as revised was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. The vote was: 7 ayes, 0 nays, motion carried unanimously.

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

Jen Seubert reported on Revised Budget #2. A motion to approve Revised Budget #2 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 Separation Agreement with Employee A was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Andy Larson gave a presentation on the Read Act Curriculum. The teachers and administrators of Hastings Public Schools unified resource recommendation is Wit and Wisdom.

A motion to adopt Wit and Wisdom and take a cautious, thoughtful review between adoption and implementation and to make sure that the texts that are adopted are done with appropriate modifications was made by Mark Zuzek and seconded by Matt Bruns. 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 Mark Zuzek and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 8:55 PM.

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

A Special Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Monday, April 22, 2024, at the Hastings ISD 200 District Office in Conference Room A.

The meeting was called to order at 6:02 PM.

The following board members were present: Matt Bruns, Jenny Wiederholt-Pine, Philip Biermaier, Melissa Millner, Mark Zuzek, Jessica Dressely and Carrie Tate. Others in attendance were: Superintendent Champa, Missy Williams, Matthew Miatke attended virtually.

The item before the board is to move to a closed session for the preliminary discussion of Security Issues - Pursuant to Minn. Stat. 13D.05, Subd. 3(d).

After the Pledge of Allegiance a motion to move to a closed session was made by Mark Zuzek and seconded by Jessica Dressely. Motion carried unanimously.

The meeting was closed at 6:05 PM.

Meeting Closed

A motion to move to an open session was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. Motion carried unanimously.

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

Meeting adjourned at 7:05 PM.

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

A Special Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Tuesday, April 23, 2024, at the Hastings ISD 200 District Office in Conference Room A.

The meeting was called to order at 6:03 PM.

The following board members were present: Matt Bruns, Jenny Wiederholt-Pine, Philip Biermaier, Melissa Millner, Mark Zuzek, Jessica Dressely, and Carrie Tate. Others in attendance were: Superintendent Champa, Jen Seubert, Cathy Moen.

The item before the board is to move to a closed session for Negotiation Parameters - Pursuant to Minn Stat. 13D.03.

A motion to move to a closed session was made by Jessica Dressely and seconded by Philip Biermaier. Those voting in favor: Matt Bruns, Jenny Wiederholt-Pine, Jessica Dressely, Philip Biermaier, Melissa Millner, Mark Zuzek, and Carrie Tate. Motion carried unanimously.

The meeting was closed at 6:04 PM.

Meeting Closed

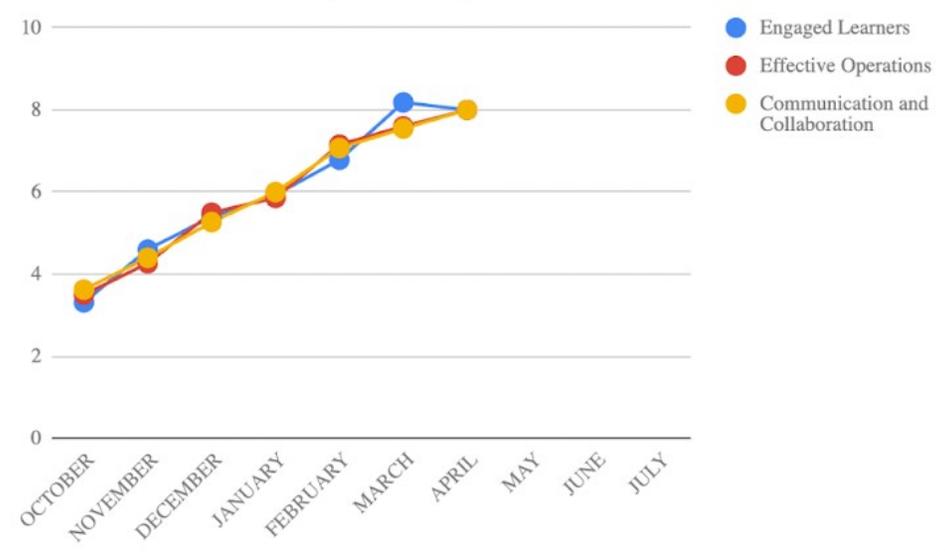
A motion to move to an open session was made by Mark Zuzek and seconded by Jessica Dressely. Those voting in favor: Matt Bruns, Jenny Wiederholt-Pine, Philip Biermaier, Melissa Millner, Mark Zuzek, Jessica Dressely, and Carrie Tate. Motion carried unanimously.

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

Meeting adjourned at 7:37 PM.



Cadence of Raider Responsibility



Building Construction Fund Projects as of 3/31/2024

	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	7,809	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
Replace High School Carpet (Phase I&II)	537,629	376,700	376,700	43,234	117,695	0	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,582,122)	-	-	-	-	(9,582,122)	Reallocation
Interest Earnings	-	-	-	-	-	2,542,815	Interest Earnings
Subtotal	42,254,965	39,687,518	39,683,518	3,030,419	1,790,491	293,352	

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	599,554	576,054	19,106	6,951	60,465	In Process
Door & Glass Improvements (Middle School split w/LTFM)	432,738	359,278	-	32,408	-	400,330	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 (Phase III)	74,471					74,471	In Process
Safety & Security Improvements	576,468	424,152	90,554	61,885	16,847	407,182	In Process
Interior Locks Allowance-Door Hardware Upgrades	420,000	353,853	225,179	33,699	2,026	159,096	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	236,461	216,158	14,780	36,172	242	185,267	In Process
High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865	-	-	284	264,716	In Process
Subtotal	3,282,714	2,707,662	1,402,436	234,116	28,348	1,617,814	

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

	A	B	C	D	E	A-B-D-E	
High School Student Entrance Bollards	5,000	-	-	-	-	5,000	In Design
Grounds/Site Improvements	500,000	-	-	4,314	-	495,686	In Design
Nature Preserve Gravel Parking Lot & Monument Sign	95,000	-	-	-	8,500	86,500	In Design
Subtotal	600,000	-	-	4,314	8,500	587,186	

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	-	-	-	2,222,392	307,233	Not Completed
Radio Replacement	100,000					100,000	Not Completed
Flexible Learning Furniture	600,000	-	-	na	519,127	80,873	Not Completed
Subtotal	3,229,625	-	-	-	2,741,519	488,106	

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	42,395,180	41,085,954	3,268,849	4,568,859	2,986,457	
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Complete and In Process (does not include contingency) 53,111,943
Project Total 49,367,304
% 108%

Transfers from/(to) Contingency:

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

\$300,000 Additional to Safety & Security Improvements
\$202,000 Additional to Monument Signs
(\$52,000) from District Office Renovation
(\$96,000) from HS Privacy
(\$89,000) from MS Track
(\$235,000) from Storage Building
(\$160,000) from DW Fire Alarm/Alert System
(\$25,000) from HS Fire Alarm/Alert System
\$324,713 Safety & Security Improvements
\$120,000 Interior Locks Allowance (Middle School add)
\$629,625 Technology
\$ 50,000 Gymnastics
\$160,000 Middle School Media Center
\$ 90,000 Tilden Preschool Classroom
\$ 5,000 High School Student Entrance Bollards
\$ 50,000 Nature Preserve Gravel Parking Lot
\$ 17,000 High School Shower Valves



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

April 3, 2024

Chair Humphrey and the entire Hastings Native American Parent Advisory Committee,

On February 20, 2024, the Hastings NAPAC provided a vote of non-concurrence indicating that the Hastings School District has not been in compliance with the guidelines set forth by the Minnesota Department of Education and the Office of American Indian Education.

The Hastings School Board, district superintendent and the department of teaching and learning has reviewed your recommendations and on behalf of the district, each item has a response as noted below:

1. Immediately add Dedicated Staff - Native American Education Liaison

**The process to add dedicated staff has taken considerable time; however, the position has been posted with interviews in place on April 10, 2024.*

2. Curriculum & Language implementation as required by Indigenous Education For All

**All areas of our curriculum are currently being reviewed to ensure that all standards are embedded as defined by the state of MN and within the Indigenous Education for All language.*

**The district is also working to provide additional staff development specifically to ensure that our activities and texts are aligned to Indigenous Peoples in our area.*

**American Indian Culture and Language Classes Required (Minnesota Statutes, 124D.74, Subdivision 7) A district or participating school that conducts American Indian education programs under sections 124D.71 to 124D.82 must provide American Indian culture and language classes if: (1) at least five percent of students are American Indian students; or (2) 100 or more students are American Indian students. (b) For purposes of this subdivision, "American Indian students" means students identified by the state count of American Indian students on October 1 of the previous school year.*

3. 100% Staff Development attendance through Tribal Relations Training through the Office of American Indian Education

**Currently the district is providing culturally responsive teaching professional development for all staff. Specific staff development will be provided regarding tribal relations.*

4. District-wide endorsement and promotion of new standards and ongoing efforts

**All areas of our curriculum are currently being reviewed to ensure that all standards are embedded as defined by the state of MN and within the Indigenous Education for All language.*

5. The Hastings NAPAC would like all student educational assessment data disaggregated by ethnicity and made available to us on a yearly basis.

**As in the 23-24 school year, all trend data will be made available.*

6. The Hastings NAPAC would like the full transparency allowable on any requests for information related to expenditures and items associated with the NAPAC funding.

**As in the 23-24 school year, all budget expenses and records will be made available upon request.*

It is the unwavering goal of Hastings Public Schools to meet the needs of all of our students. We look forward to continuing to strengthen our relationship with our Hastings Native American Parent Advisory Committee and aspire to be a MN model of an example of a strong partnership committed to the wellbeing and academic success of our students.

While the upcoming school board meeting falls on day 61 from the original submission, this letter meets all expected timelines. The letter in its entirety will be included and reviewed at the upcoming April school board meeting.

Sincerely,

Tamara Champa



Intermediate School District 917
Purposeful. Personalized. Partners.

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

ISD 917

April 2, 2024 Board Notes

The ISD 917 School Board met for a Work Session and Regular Meeting on April 2, 2024. School Board information and resources are available on our website at https://www.isd917.org/about/school_board.

Work Session

Integrity

Reviewed policies

- Final reading:

Policy 533 - Wellness

Reviewed Wellness Goals

Reviewed Resolution Terminating Probationary Teachers

Reviewed 2024-2025 and 2025-2026 ISD 917 Calendar Proposals

Reviewed Perkins Reallocated Funds

Reviewed Lead Teachers for 2024-2025

Reviewed Fiscal Year 2024 Final Federal Single Audit

Reviewed Temporary Work Agreements

Student Services Update

Member district updates

Regular Board Meeting

Collaboration:

Reviewed and approved the agenda

Personalization:

Licensed Employee of the Spring Quarter - Francesca Collignon

Non-Licensed Employee of the Spring Quarter - Jennifer Baxter

Communications:

Approved Consent Agenda:

- Minutes from 3/5/24 Regular Board Meeting
- Personnel:

New Hires:

Effective 3/4/24:

- Maria Jose Chami Pedrosa, Classroom Assistant

Effective 3/11/24:

- Amy Kirchman, Classroom Assistant

Effective 3/13/24:

- Rira Bullecer, Teacher
- Zyllyl Occena, Teacher
- Rushel Rejuso, Teacher
- Rechel Tupas, Teacher

Effective 7/1/24:

- Trevor Bailey, Assistant Principal

Effective 8/20/24:

- Brian Price, School Psychologist

Re-Hires:

None

Change in Status:

Effective 7/1/24:

- Amy Dawson, Speech Language Pathologist, FTE decrease 1.0 FTE to 0.80, for 2024-2025 school year only
- Cindy Jacobs, Occupational Therapist, FTE decrease 1.0 FTE to 0.80, for 2024-2025 school year only
- Matthew Newquist, BCBA, FTE increase 0.80 FTE to 0.85 FTE, for 2024-2025 school year only

Leaves of Absence:

None

Resignations & Terminations:

Effective 3/15/24:

- Riley Schouveller, Classroom Assistant

Effective 3/25/24:

- Lataysha Wiley, Program Assistant

Effective 4/5/24:

- Stephanie Bistodeau, Classroom Assistant

Effective 4/7/24:

- Matthew Bruns, Academic Liaison

Effective 6/7/24:

- Thomas Garding, Teacher
- Margaret Locke, School Social Worker
- Emma Mayes, Teacher
- Jessica Randol, Teacher
- Jessica Richter, School Social Worker
- Ursula Rumann, Teacher
- Heather Webb, Teacher

Retirements:

Effective 6/5/24:

- Kari Elbers, Program Assistant

Effective 6/7/24:

- Diane O'Neil, Teacher

Effective 6/10/24:

- Merribeth Miller, School Social Worker

- Donations:

Blistex donations

Carmon and Todd Wallace donation

- Policies:

Approved Policy 533 - Wellness

Stewardship:

Executive Director of Business Services Reports

- Bills
- Wire Transfers
- Investment Reports

Collaboration:

Approved Resolution Terminating Probationary Teachers

Approved 2024-2025 and 2025-2026 ISD 917 Calendars

Approved Revised Budget to include Perkins Reallocation

Approved Lead Teachers for 2024-2025



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Purposeful. Personalized. Partners.

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

Approved Wellness Goals

Approved Temporary Work Agreements

Closed meeting to discuss paraprofessional negotiations



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

AMSD Legislative Update

April 15, 2024 - Supplemental Budget Report

- The House and Senate Supplemental Budget Bills were released yesterday. As previously noted, the Education Finance spending target is \$43 million for FY 2024-25 and \$18.05 million for FY 2026-27. The \$18.05 million for 2026-27 is needed to fund the new VPK seats and to correct a drafting error in last year's bill related to compensatory funding.
- In addition, the committees have the ability to reallocate \$12 million of the \$50 million that was set aside last year to expand the number of VPK seats, as only \$38 million was needed to fund the additional slots approved last session. While there are many similarities between the two bills, there are also some key differences. Both bills spend the majority of their target on the Read Act – \$37.225 million for the House and \$33.9 million for the Senate. Both bills also include grant funding for a student attendance pilot program. However, the House bill identifies the school districts included in the pilot program while the Senate bill establishes a grant application process. Both bills also include funding for the four intermediate school districts to establish a special education apprenticeship program.
- The House bill includes just under \$7 million for a student teaching pilot program to pay a stipend to student teachers while the Senate bill includes \$6 million in additional funding for recruiting and retaining teachers of color. The House and Senate Education Finance Committees will process their respective bills over the next three days.
- Senate Supplemental Labor Bill, [SF5266](#) (McEwen) / [HF5217](#) (Nelson), includes amendments to the Earned Sick and Safe Time (ESST) Law that was approved in the 2023 session. Specifically, the bill would apply the ESST benefits to sick leave previously negotiated and accumulated separately with employees. Employees that have accumulated large banks of sick leave over years of employment could use those balances under the newly expanded uses of ESST.
- The House Labor and Industry Committee is expected to consider similar language and will hear the bill tomorrow, April 16, at 1 p.m. Below is the Senate bill and summary along with a joint letter from AMSD and several other education organizations outlining our concerns.

April 12, 2024 - House Passes Omnibus Education Policy Bill

The House passed its Omnibus Education Policy bill just before midnight last night inserting the House language DEA3782 into SF3567 by a party line vote 69-61.

During the debate, a few amendments were adopted including:

- **Allows several school districts to post their official proceedings on their district website instead of publishing them in the newspaper. The Senate bill extends this authority to all school districts.**
- **Requires school boards to provide written notice to a coach whose contract the school board declines to renew for the following school year no more than 60 days after the end of the**

regular season for the activity as established by the high school league. The notice requirement does not apply if the school board declines to renew the contract based on the coach's misconduct or failure to perform duties or the district's financial limitations.

- **Schools may notify parents on student assessment data when available to school.**
- **Requires MDE to develop a model notice that districts can provide to students and parents or guardians about the implications of and impact to students and their families regarding the dissemination of private sexual images.**

Other provisions of note in the bill include:

- **Requires districts and charter schools to adopt a policy on students' possession and use of cellphones in school by March 15, 2025.** Requires the principals' associations to collaborate to make best practices available to schools on strategies to minimize the impact of cell phones on student behavior, mental health, and academic attainment.
- **Requires MDE to establish clear criteria for evaluating a district's application to use a four-day school week plan, accept applications for a four-day week plan, and determine whether an application meets the criteria.** Requires approval of a four-day plan to remain in effect for at least six years.
- **Delays requirement that students complete a course in government and citizenship in grade 11 or 12 by one year — the 2025-26 school year.**
- **Adds performance measures for the 2025-2026 school year and later in a district's World's Best Workforce plan to include (1) participation in honors or gifted and talented programming and (2) students on track for graduation.** Requires districts to report on participation and performance on advanced placement, international baccalaureate, and dual enrollment programs starting in the 2025-2026 school year. Requires reporting on performance measures for student subgroups.
- **Requires a district's World's Best Workforce plan to include a language access plan to provide effective language assistance to students and adults who communicate in a language other than English, starting in the 2025-2026 school year.** Requires the plan to include how the district and schools use trained or certified spoken language interpreters, how families and communities will be notified of their rights under the plan, and a language access continuous improvement training plan for leadership and staff.
- **Allows a district to conduct an assessment for developmental adapted physical education as a stand-alone evaluation without conducting a comprehensive evaluation of the student.** Allows a parent to request that the district conduct a comprehensive evaluation.
- **Establishes a working group on special education licensure reciprocity.**
- **Requires districts to provide students space to receive mental health care through telehealth appointments, modify current requirements for administration of drugs and medicine such as epinephrine in schools, and require that High School League coaches receive resources and training on eating disorder prevention.**



Executive Board Meeting
2 Pine Tree Drive, Arden Hills, MN 55112
April 17, 2024
Board Meeting 3:30-5:30pm
Agenda

1.0 Welcome and Call to Order

2.0 Public Input

***3.0 Approval of Agenda**

***4.0 Organizational Meeting**

*4.1 Officer & Committee Assignments

***5.0 Approval of Election Results**

***6.0 Financial Update – Tom Wieczorek**

*6.1 Finance Reports

*6.2 HR Update

***7.0 Approval of Consent Agenda**

*7.1 Minutes of the January 17, 2024, Executive Board Meeting

*7.2 Approval of 2024-2025 Calendars

7.2.1 Executive Board Meeting Calendar

7.2.2 Office Holiday Calendar

*7.3 Review of Bylaws with district updates

*7.4 Pay Equity

*7.5 Amendment to BrightWorks Lease

8.0 Annual Meeting

8.1 Introductions – Visitors

8.2 Leadership Team Reports – Ingrid Aasan, Colleen Feller, Angela Skrade, Christina Streiff-Oji, Bianca Virnig

8.3 Executive Director Report, New Programming...John W. Schultz, Ph.D.

8.3.1 READ Act & COMPASS Planning – Colleen Feller, Christina Streiff-Oji

8.3.2 Special Education Apprenticeship - John W. Schultz, Ph.D.

8.3.2 Mental Health - John W. Schultz, Ph.D.

***9.0 Policy Development – John Schultz and Policy Committee**

***9.1 First Reading:** 301, 302, 303, 304, 305, 403, 404, 407, 408, 409, 416

***9.2 Second Reading:** 203.2, 204, 205, 206, 208, 209, 210, 211, 212, 213

10.0 HOTT (Helpful Opportunities, Trends & Threats) Forum

11.0 Other Business

***12.0 Adjournment**

*Action Items



To: BrightWorks Board

From: John W. Schultz

Date: April 12, 2024

Hello BrightWorks Board and Representative Assembly Members-

Welcome to the April Board and Representative Assembly Member meeting!

It has been customary for the BrightWorks Board and Representative Assembly members to approve the BrightWorks budget at their April meeting. However, we currently lack budget information from the State. BrightWorks will be increasing its budget substantially with revenue from the ReadAct and COMPASS legislation passed last year. As a result, we will be adding approximately 30 or more positions to serve metro school districts.

In the place of a budget presentation, we will be providing the representative assembly with a presentation of how we will reorganize BrightWorks to serve districts in the MDE's vision for student achievement across the State. It is my goal to have a BrightWorks budget to the Board and Representative Assembly at the June meeting. After the Board approves the budget, we will send the budget out to the Representative assembly for input and acceptance.

Please call me with any questions!

John

John W. Schultz, Ph.D.
Executive Director
2 Pine Tree Drive, Suite 101
Arden Hills, Minnesota 55112
612-638-1525

Community Collaboration Committee

Preparation meeting: 4/17/2024 at 5:30 p.m. at the District Office

Committee Members Present:

- Superintendent Dr. Tammy Champa
- Chair: Director Jenny Wiederholt-Pine
- Director Matt Bruns
- Director Philip Biermaier

Meeting Minutes:

Review of 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.

- Coffee and collaboration debrief
- Next meeting: May 15th, 2024, at 6:00-7:30 – Hastings Medica Center (location confirmation pending)
- Topic: Round Table Discussion with Hastings School Board Community Collaboration Committee
 - District story wall activity
 - Community members engage in mapping the district's history
 - Interactive activity with the district timeline
 - 4 round tables for 15 minutes each on the following topics:
 - Dr. Champa: Innovation Team
 - Director Bruns: Legislation Update
 - Director Biermaier: Election Years – odd vs even
 - Director Wiederholt-Pine: READ Act
 - Wrap up – strategic plan overview and call to action
 - Future topics



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

Native American Parent Advisory Council: Summary of April 4, 2024 Meeting

I. District Updates

A. Review of Final Applicant Pool

1. 3 Complete
2. 2 Incomplete

B. Reviewed interview questions for Liaison position

C. Budget Updates

II. Graduate Celebration

A. 6 PM, Tuesday, May 7, 2024

B. 7-10 students

C. Open to all

III. Student Registration/Identification

A. Review of State and Federal Categories

B. Fall and Spring pushes to update registration/identification in student information systems.

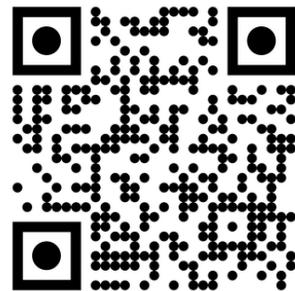
YOU'RE INVITED!

Inaugural Native Graduate Honoring Ceremony

Tuesday May 7, 2024 | 6 pm

Hastings High School - Commons

Scan QR code for more info & to RSVP





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 **Agenda, April 3, 2024**

In Attendance on April 3, 2024: Superintendent Champa, Matt Bruns, Jessica Dressely, and Melissa Millner

Applications submitted

13 application submitted (Grade 10 = 8 applicants/ Grade 11= 5 applicants)

- **Committee discussion:** Applicant pool was incredible and the student responses coupled with letters of recommendation illustrated this fact.
- **Committee recommendations:** to interview all applicants that met the interviewing criteria. Interviews will be conducted at the High School on April 30, 2024

Interview questions:

- **Committee discussion:**
 - Committee discussed the necessity of questions or qualifications related to extracurricular activities.
 - Committee reviewed the questions from the previous meeting and feel they align with application questions and allow candidates to give voice to their responses.
- **Committee recommendations:**
 - Committee recommends all questions adopted at the last meeting be featured on the candidate interview guide.
 - Modify *Interview Rating Guide* so the scoring system spans 1-4, numerically.
 - Questions/Qualifications related to extracurricular activities will be removed.

Next Update

May 9, 2024 Working Session



BRIDGE TO SUCCESS

Hastings Public Schools

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

Policy Committee Mission

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

Policy Committee Meetings

Time: April 12, 2024 10:00AM Central Time (US and Canada)

Attendees: Superintendent Champa, Jessica Dressely, Cathay Moen, Carrie Tate, and Mark Zuzek

04.12.2024 Summary

[Review Cycle Tracker](#)

Committee Summary:

1. On April 12th, 2024, the committee reviewed 14 policies, procedures, and forms that will be detailed in the readings that follow.

Upcoming Policy Committee Meetings:

May 3, 2024 at 9:30am

May 17, 2024 at 10am

May 30, 2024 at 11am

June 21, 2024 at 11am

July 26, 2024 at 11am

August 8, 2024 at 11am

(FYI: additional summer meetings may be needed)

Policies for 1st Readings:

423 Employee-Student Relationships

1. Committee Discussion: New ISD 200 Policy, adopt MSBA policy 423
2. Committee Recommendation: 1st reading in April

430 Employee Recognition

1. Committee Discussion: No model policy. Removed *Compensation* from title
2. Committee Recommendation: 1st reading in April

501 School Weapons Policy

1. Committee Discussion: changes made to align with MSBA policy 501
 - a. Section III added (D) to define *Dangerous Weapon*
 - b. Section V(A) added: *willful*
 - c. Added Section VII
2. Committee Recommendation: 1st reading in April

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

1. Committee Discussion: Section II added the statute number
2. Committee Recommendation: 1st reading in April

503 Student Attendance

1. Committee Discussion:
 - a. Section II (B) May need to be reworded, depending on administration's suggestion for procedure

-
- b. Section II (1)(C)(2) added: *Work missed because of absence must be made up within ___ days from the days from the date of the student's return to school. (Administration will add the number of days.)*
 - c. Section II (C)(4)(b) added: *tardiness may include detention after ___ unexcused tardies. In addition, ___ unexcused tardies are equivalent to one unexcused absence. (Administration will add the number of unexcused tardies.)*
 - d. Section II(D)(4) added: *typically*
2. Committee Recommendation: Possible 1st reading in April

503.1PR Student Attendance Procedure

1. Committee Discussion: This is an administrative procedure.
2. Committee Recommendation: Under review by administration

503.2PR Early Admission to Kindergarten

1. Committee Discussion: Updated formatting to align with ISD 200 policies.
2. Committee Recommendation: 1st reading in April

529 Staff Notification of Violent Behavior by Students

1. Committee Discussion: MSBA model policy/ New ISD 200 policy
2. Committee Recommendation: 1st reading in April

Sunset Policies

428 Ethical Behavior

1. Committee Discussion: No model policy, the recommendation to sunset this policy was in collaboration with HR and the Superintendent
2. Committee Recommendation: Sunset

429 Conflict of Interest

1. Committee Discussion: No model policy, the recommendation to sunset this policy was in collaboration with HR and the Superintendent
2. Committee Recommendation: Sunset

432 Employee Social Media

1. Committee Discussion: No model policy, the recommendation to sunset this policy was in collaboration with HR and the Superintendent. This topic is covered in *524 Internet Acceptable Use and Safety Policy*
2. Committee Recommendation: Sunset

Policy & Procedure Discussions

206.1FRM Public Participation at School Board Meetings- Procedure & Request Form

1. Committee Discussion: Board members are encouraged to review the proposed 206.1FRM & provide feedback during the May working session.
 - a. #5 Added: Policy 103 title (*Complaints - Students, Employees, Parents, Other Persons*)
 - b. Pg 2 added: *What would you like the school board to do in response to your comments?*
 - c. Pg.2 added: *as well as in Policy 206 (Public Participation in School Board Meetings)*
 - d. Added links to Policy 103 & Policy 206
2. Committee Recommendation: Continue to use current 206.1FRM for April. The intent is to begin using the new form in May.

220.1PR Student School Board Committee (SSBC) Procedure

1. Committee Discussion: This is a new process, it is the intent of the policy committee is to receive feedback for the SSBC prior to recommending the procedure
2. Committee Recommendation: Look at again in May

417 Chemical Use and Abuse

1. Committee Discussion: Under review by administration

-
2. Committee Recommendation: place policy on hold until administration completes the review

604 Instructional Curriculum

1. Committee Discussion: Section III(A)(2) added *linear*
2. Committee Recommendation: 2nd reading in April

Placeholder for Quarterly Schedule:

Annual review policies start in June

1st Readings:

423 Employee-Student Relationships

430 Employee Recognition Compensation

501 School Weapons Policy

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

503 Student Attendance

503.2 Early Admission to Kindergarten

529 Staff Notification of Violent Behavior by Students

2nd readings:

220 School Board Student Representatives

604 Instructional Curriculum

616 School District System Accountability

618 Assessment of Student Achievement

619 Staff Development for Standards

802 Disposition of Obsolete Equipment and materials

3rd readings:

415 Mandated Reporting of Maltreatment of Vulnerable Adults

419 Tobacco Free Environment

421 Gifts to Employees and School Board Members

Policies for approval after 3rd reading/ Consent Agenda

415 Mandated Reporting of Maltreatment of Vulnerable Adults

419 Tobacco Free Environment

421 Gifts to Employees and School Board Members

Sunset/ Consent Agenda

428 Ethical Behavior

429 Conflict of Interest

432 Employee Social Media

Policies/Procedures on hold

220.IPR Student School Board Committee (SSBC) Procedure

417 Chemical Use and Abuse

503.IPR Student Attendance Procedure



423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

~~[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]~~

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: *Minn. Stat. § 13.43, Subd. 16 (Personnel Data)*
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

~~[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]~~

Cross References: ~~ISD 200 MSBA/MASA Model~~ Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
~~ISD 200 MSBA/MASA Model~~ Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
~~ISD 200 MSBA/MASA Model~~ Policy 306 (Administrator Code of Ethics)
~~ISD 200 MSBA/MASA Model Policy~~ 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~ISD 200 MSBA/MASA Model~~ Policy 413 (Harassment and Violence)
~~ISD 200 MSBA/MASA Model~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~ISD 200 MSBA/MASA Model~~ Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
~~ISD 200 MSBA/MASA Model~~ Policy 421 (Gifts to Employees and School Board Members)
~~ISD 200 MSBA/MASA Model~~ Policy 507 (Corporal Punishment)

Reviewed: 04.12.2024

Adopted:

Revised:



430 EMPLOYEE RECOGNITION ~~COMPENSATION~~

I. Purpose

The purpose of this policy is to provide guidance for the ~~Hastings~~ School ~~District~~ in providing proper incentives and improvement of employee morale through district recognition of staff.

II. General Statement of Policy

- A. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals, plaques and similar awards. It shall not include cash or gift card payments of any kind.
- B. The ~~school~~ district, through the school board, shall declare its intent to provide this recognition prior to the beginning of each school year. This declaration shall include a description of the types of incentives and the date they will be delivered. It is expected that the district will determine a list of priorities for each of the incentive types.
- C. The ~~school~~ district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions on making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.

Policy Reviewed: 04.12.2024 ~~06.23.2021~~

Policy Adopted: 06.23.2021

Policy Revised:



501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

B. “School Location” includes any school building or grounds, whether leased

rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or

rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner,

such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students **willfully** possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENT

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non Students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

Legal References: *Minn. Stat. § 97B.045 (Transportation of Firearms)*
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor-~~(Referral to Police)~~)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
~~*Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)*~~
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)

Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)

18 U.S.C. § 921 (Definition of Firearm)

In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: ~~*ISD 200 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*~~

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

~~*ISD 200 MSBA/MASA Model Policy 525 (Violence Prevention)*~~

ISD 200 Policy 903 ((Visitors to School District Buildings and Sites)

Policy Reviewed: 04.12.2024

Policy Adopted: 08.25.2021

Policy Revised: 08.02.2021



Hastings Public School
District ISD #200

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes [121A.72](#), school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to

students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: *U. S. Const., amend. IV*
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: ~~ISD 200 MSBA/MASA Model~~ Policy 417 (Chemical Use and Abuse)
~~ISD 200 MSBA/MASA Model~~ Policy 418 (Drug-Free
Workplace/Drug-Free School)
~~ISD 200 MSBA/MASA Model~~ Policy 501 (School Weapons)
~~ISD 200 MSBA/MASA Model~~ Policy 506 (Student Discipline)

Policy Reviewed: 04.12.2024
Policy Adopted: 08.25.2021
Policy Revised: 08.02.2021



503 STUDENT ATTENDANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a) It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b) In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

- a) To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b) The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness
 - (2) Serious illness in the student's immediate family
 - (3) A death or funeral in the student's immediate family or of a close friend or relative
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment

- (5) Court appearances occasioned by family or personal action
- (6) Religious instruction not to exceed three hours in any week
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies
- (11) Active duty in any military branch of the United States
- (12) Religious holidays
- (13) Family vacations
- (14) Personal trips to colleges or schools
- (15) A student's condition that requires ongoing treatment for a mental health diagnosis

c) Consequences of Excused Absences

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

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home
- (4) Work at a business, except under a school-sponsored work release program
- (5) Absences resulting from accumulated unexcused tardies (three (3) tardies equal one unexcused absence)
- (6) Any other absence not included under the attendance procedures set out in this policy

b) Consequences of Unexcused Absences

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

C. Tardiness

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

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

4. Unexcused Tardiness

- a) An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b) Consequences of tardiness may include detention after ___ unexcused tardies. In addition, ___ unexcused tardies are equivalent to one unexcused absence. ~~unexcused tardiness will be established at each school site.~~

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

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student must be present for at least 50% of their scheduled school day in order to be eligible to participate on that given day.
4. Students who are in attendance at the start of the school day will typically not be allowed to participate in any extra-curricular activities if the student leaves school due to personal illness.
5. If a student is absent from school due to medical reasons (except illness noted above), he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program. Coaches/Advisors will monitor and enforce this procedure.

6. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the overseeing administration. Examples of excused absences: doctor excused, family emergency, death in family, school authorized absences (i.e. field trips, college visits, etc.), religious release and family vacations.

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes section 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

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

Legal References:

- Minn. Stat. § 120A.05 (Definitions)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 260A.02 (Definitions)
- Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
- Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
- Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
- Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)
- Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
- Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: ISD 200 Policy 506 (Student Discipline)

Policy Reviewed: 04.12.2024 ~~11.23.2021~~

Policy Adopted: 12.20.2023

Policy Revised:



503.2PR EARLY ADMISSION TO KINDERGARTEN

I. Purpose

The Purpose of this policy is to provide guidance for early admission to Hastings Public Schools for a student who has not met the kindergarten age requirements established in statute.

II. General Statement of Policy

Pursuant to Minnesota Statutes 2012, Section 124D.02, subdivision 1, the Hastings ISD 200 School Board chooses to provide opportunities for children who have not reached the age of five years by September one (1) in any year to be considered for early admission into kindergarten for that year upon application by the parent/guardian and successfully meeting the District's requirements.

A. Kindergarten enrollment. Entrants, in general, must be five (5) years of age by September 1 of the current school year.

1. Children born between September 2 through October 31 who, after a comprehensive evaluation in cognitive, social, and emotional development domains, have been determined by District staff to have demonstrated superior cognitive ability, above average social and emotional maturity, and have led District staff to determine that the child has the ability to satisfactorily meet kindergarten expectations and the ability to progress to first grade in the subsequent year may be admitted if qualified under provisions specified below.
 - a) Testing, information obtained from a parent/guardian, and teacher observations of the child's knowledge, skills, and abilities will be used to determine placement. The comprehensive evaluation will use valid and reliable instruments and be aligned with Minnesota's kindergarten expectations in addition to the expectations noted above.
 - b) Students are required to undergo an evaluation administered by a School District school psychologist.
 - c) Students are required to be current on immunizations and, for students seeking admission into kindergarten, must undergo early childhood health and developmental screening.

- d) Parent(s)/guardian(s) are required to complete a child development inventory as selected by District personnel.
- e) Costs associated with individual student testing will be borne by the student's parent(s)/guardian(s). However, the district may assist families with costs associated with district delivered assessments, due to financial hardship.
- f) The final decision for determining early entrance will be made by the Superintendent/Designee after the evaluation is concluded.
- g) The Superintendent (or designee) will establish a timeline and procedures to administer this policy.

Legal References: *Minn. Stat. § 120A.20 (Admission to Public School)*
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: *ISD 200 Policy*~~*Hastings Policy*~~ *607 Organization of Grade Levels*

Policy Reviewed: 04.12.2024

Policy Adopted: 07.28.2021

Policy Revised: 06.22.2022



529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

~~*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*~~

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff officials about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such students.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Official

“School staff officials” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

~~*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]*~~

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff officials who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff official, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff officials have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff officials will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff officials notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff officials is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff officials with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff officials notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff officials, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: *ISD 200 Policy 515 (Protection and Privacy of Pupil Records)*

Reviewed: *04.12.2024*

Adopted:

Revised:



220 STUDENT SCHOOL BOARD REPRESENTATIVE

I. PURPOSE

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 purpose of this policy is to define the application process, and to establish the rights and responsibilities of student representatives on the school board.

II. GENERAL STATEMENT OF PROCEDURE

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing up to four (4) student representatives to serve on the school board as non-voting members.

III. TERMS AND QUALIFICATIONS

- A. An application for the position of Student School Board Representative is open to all students in grade 10 and 11;
- B. Student representatives will serve on the board for a 1-year term that begins in May (mentors will be appointed during the May Board Meeting);
- C. Student representatives will **not** be expected to attend board meetings during the summer months, but will be expected to attend 1 onboarding meeting at the district office; and
- D. Student representatives will officially be seated at the board table during the September regular board meeting.

IV. APPLICATIONS & INTERVIEWS

- A. Application: The Student School Board Committee (SSBC) or designee will review and present recommendations to the board.
- B. Interviews: The Student School Board Committee (SSBC) will provide progress updates to the board per the timeline established in 220.1PR.

V. RIGHTS AND RESPONSIBILITIES

- A. Attend regular board meetings. Regular board meetings are typically held on the fourth Wednesday of each month beginning at 6:00 PM and generally concluding by 8:00 PM. Meetings held during the summer or school breaks are not required, but are

encouraged. It is expected that student representatives will attend a majority of these meetings.

If a student is unable to attend a meeting, they are expected to share any comments, presentations, etc. to the administrative assistant and board chair.

- B. Student representatives will not attend closed meetings.
- C. Student representatives, in consultation with the superintendent and board chair, may attend working sessions, board retreats, special meetings, and workshops.
- D. Student representatives will sit at the board table during meetings.
- E. Student representatives will be bound by all rules, policies, and regulations that bind the school board.
- F. Student representatives will present regularly to the board (students may determine what the report includes) and one annual report on student activities.
- G. Student representatives will serve as ex-officio members of the school board, and will not have official voting rights. Student representatives may participate in all discussions before the official vote by the board.
- H. Student representative will not have access to the following:
 - 1. Sensitive personnel matters;
 - 2. Legal action strategy;
 - 3. Negotiations strategy; or
 - 4. Other confidential matters.
- I. Student representatives shall access meeting agendas on BoardBook. All information received must be handled in an appropriate manner.
- J. Student representatives shall act appropriately while serving on the school board, in a manner consistent with other school board members and the school board Code of Ethics.
- K. Student representatives on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
- L. Student representatives shall consult with the superintendent and/or assigned mentor in carrying out the responsibilities associated with serving on the school board.
- M. If a student is unable or unwilling to fulfill the requirements of their role on the school board, the committee may seek an alternate recommendation from the high school principal, or the board may leave the position open.

VI. COMPENSATION, SCHOLARSHIPS/ REIMBURSEMENT

- A. Student representatives shall not receive compensation.
- B. Student representatives are eligible to apply for one of two MSBA Student School Board Member Scholarships. Applications for MSBA scholarships must be submitted by mid-March each year.
- C. Expense reimbursements will only be made for pre-approved expenditures.

Revised: 04.12.2024

Adopted:

Reviewed:



604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. basic communication skills including reading and writing, literature, and fine arts;
2. mathematics and science;
3. social studies, including history, geography, economics, government, and citizenship that includes civics;
4. health and physical education;
5. the arts;
6. career and technical education; and
7. world languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

- G. The school district may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:

1. language arts;
2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of **linear** algebra;
3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
4. social studies, including history, geography, economics, and government and citizenship that includes civics;
5. physical education;
6. health, for which locally developed academic standards apply; and
7. the arts.

- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

IV. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for

arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

V. CPR AND AED INSTRUCTION

The school district will provide one time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. At the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

VI. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student, and the

student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial coursework.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and

sufficient resources to enable English learners to become career and college ready.

- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student’s plan reflect the student’s unique talents, skills, and abilities as the student grows, develops, and learns.
- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student’s plan under this provision shall continue while a student is enrolled.

Legal References: *Minn. Stat. § 120A.22 (Compulsory Instruction)*
 Minn. Stat. § 120B.101 (Curriculum)
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
 Minn. Stat. § 120B.20 (Parental Curriculum Review)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.022 (Elective Standards)
 Minn. Stat. § 120B.023 (Benchmarks Implement, Supplement Statewide Academic Standards)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
 Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: *ISD 200 Policy 603 (Curriculum Development)*
 ISD 200 Policy 605 (Alternative Programs)

Reviewed: 04.12.2024
Adopted:
Revised:



616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process ~~that~~^{which} promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding ~~the~~^{the} implementation of the Minnesota Academic K-12 Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district ~~established~~^{will establish} a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “World’s best workforce” means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the

recommendations of the school district's Advisory Committee.

2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 3. The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41

~~[Insert Local Cycle in this space]~~ The District Advisory Committee meets at a minimum of three times a year.

C. Implementation of Graduation Requirements

1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet **state and** federal expectations. If the school board determines that student achievement levels at a school site do not meet **state and** federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet **state and** federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By October 15 of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
 - a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used

for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.¶

~~e.~~

4. Translation services should be provided to the extent appropriate and practicable.

~~The District Advisory Committee shall meet the following timeline each year.¶~~

~~Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.¶~~

~~Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.¶~~

~~Month(s): Review evaluation results and prepare recommendations.¶~~

~~Month: Present recommendations to the school board for its input and approval.~~

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected

constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

~~The procedures of this policy are laid out in Policy 601.¶¶~~

Legal References: *Minn. Stat. § 120B.018 (Definitions)*
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

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

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 603 (Curriculum Development)
ISD 200 Policy 606 (Textbooks and Instruction Materials)
ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
ISD 200 Policy 618 (Assessment of Student Achievement)
ISD 200 Policy 619 (Staff Development for Standards)
ISD 200 Policy 620 (Credit for Learning)

Policy Reviewed: 02.28.2024

Policy Adopted: 07.28.2021

Policy Revised: 02.23.2022



618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- E. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- F. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships,

or other cooperative work experience, youth apprenticeship, or employment.

- G. “Required standard” means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The *[school board/superintendent/director of teaching and learning]* shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

~~*[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]*~~

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state’s required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state’s academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests

aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:

- a) computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b) high school reading in grade 10, mathematics in grade 11, and a high school writing test, (when it becomes available); and
 - c) science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally-constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. For students in grade 8, the school district must record on the high school transcript a student's progress toward career and college readiness. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a) explains the need for state academic standards;
 - b) identifies the state assessments that are aligned with state standards;

- c) identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d) states that students who receive a college-ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e) summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and
 - f) notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards

corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a

student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: *Minn. Stat. § 120B.018 (Definitions)*
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

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

Reviewed: 03.06.2024

Adopted:

Revised:



619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meetings, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training.

Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles, and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers and Administrators. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: *Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)*
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 616 (School District System Accountability)

Reviewed: 03.06.2024

Adopted:

Revised:



802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by

being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, ~~at~~ in the discretion of the school board.

The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a) another school district;
 - b) the state department of corrections;

- c) the board of trustees of Minnesota State Colleges and Universities;
 - d) the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e) a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Biddings Procedures)

Reviewed: 02.28.2024

Adopted:

Revised:



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 aAdult" 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 ~~mandated~~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. § 609.2324 (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: ~~04.24.2024~~~~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 ~~STOBAGGO AND TOBAGGO-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~~ **an** **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 eight**.
- 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: 04.24.2024 ~~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: 04.24.2024~~03.24.2021~~
Policy Revised:

HR PERSONNEL REPORT

Board Meeting Date:

4.24.24

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Linna, Karla	Resignation	Lunch / Recess Aide; 2.5 Hours / Day Kennedy Elementary	ED MN - ESP	March 18, 2024
Nelson, Elizabeth	Resignation	Cook; 6.25 Hours / Day Hastings High School	Food Service	May 1, 2024
Peterson, Cameron	Resignation	Director of Buildings & Maintenance; District Wide	Supervisors	May 3, 2024
Wrobleski, Kayla	Resignation	Kids Campus Assistant; 3 Hours / Year McAuliffe Elementary	Comm Ed Para	April 26, 2024

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Beebe, Kay	Paraprofessional; 6.25 Hours / Day Hastings Middle School	\$19.85 / Hour	ED MN - ESP	March 19, 2024
Heitman, Cheryl	Lunch / Recess Aide; 2.5 Hours / Day Kennedy Elementary	\$19.96 / Hour	ED MN - ESP	April 4, 2024
Nikunen, Austin	Track Coach; Hours Vary Hastings Middle School	\$2,517 Annually	N/A	April 8, 2024
Perez, Jhenny	Paraprofessional; 6.25 Hours / Day Hastings High School	\$20.35 / Hour	ED MN - ESP	April 4, 2024
Urkiel, Anthony	Sub Teacher; Hours Vary District Wide	\$175.00 / Day	N/A	April 17, 2024

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Chandler, Emily	Approve	Band Teacher; .9 FTE Hastings Middle School & Hastings High School	ED MN - Teachers	March 19, 2024 - April 30, 2024 (Approximate Dates)
Stenzel, Shannon	Approve	Special Education Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	March 22, 2024 - June 7, 2024

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Bagwill, Bethany	Special Education Teacher; 1.0 FTE Hastings High School	Academic & Restorative Coach; 1.0 FTE Hastings High School	ED MN - Teachers	August 26, 2024
Black, Charlie	Counselor; 1.0 FTE Hastings Middle School	Academic & Restorative Coach; 1.0 FTE Hastings Middle School	ED MN - Teachers	August 26, 2024
Dehmlow, Kris	Physical Education Teacher; 1.0 FTE McAuliffe Elementary	Academic & Restorative Coach; 1.0 FTE McAuliffe Elementary	ED MN - Teachers	August 26, 2024
Destross, Jeff	Grade 4 Teacher; 1.0 FTE Pinecrest Elementary	Grade 5 English Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	August 26, 2024
Petersen, Jill	Assistant Director of Special Services \$114,748 Annually District Wide	Director of Special Services \$125,517 Annually District Wide	Administrators	July 1, 2024



RECOMMENDATION FOR APPROVAL JUNETEENTH (JUNE 19, 2024) AS A PAID HOLIDAY

April 24, 2024

Implementation of Juneteenth (June 19) as a state holiday, not allowing public business to be conducted, was passed by the Minnesota legislation in May of 2023, and went into effect in June of 2023. This holiday will be addressed during contract negotiations, however, until then, administration is recommending approval of Juneteenth as a holiday, pending Memorandums of Agreement with impacted bargaining groups.

This change will impact employees covered under collective bargaining agreements/terms and conditions of employment, who were regularly scheduled to work on this date, with the exception of Principals, District Administrators, and Supervisors. This does not include individuals employed in temporary, non-contracted, or summer employment.

Submitted by: Cathy Moen, Director of Human Resources



**RECOMMENDED APPROVAL
OF 2024-2025 MOU RE HOURS FOR
EDUCATIONAL SUPPORT PROFESSIONALS (ESP)**

April 24, 2024

In September of 2023, the Board approved an MOU allowing for an increase in paraprofessional hours to 6.25 per day, for special education paras who were at least 5.75 hours per day but less than 6.25. Administration is recommending approval of a second MOU that would increase all special education and EL paraprofessionals to 6.25 hours per day, for the 2024-2025 school year only. Administration will consider the need and required funding to continue the increase after this time, by the end of the 2024-2025 school year.

Submitted by: Cathy Moen, Director of Human Resources



**MEMORANDUM OF AGREEMENT
ESP Working Hours for 2024-2025
April 24, 2024**

This Memorandum of Understanding (MOU) is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and the Ed MN Hastings - Educational Support Professionals (hereinafter referred to as the "Union").

WHEREAS, the District has been working collaboratively with the Union to recruit candidates to fill open special education paraprofessional positions; and

WHEREAS, the District has been unable to hire/retain sufficient staff to meet the staffing levels desired for the last two school years, particularly as it relates to special education paraprofessionals; and

WHEREAS, the District and the Union mutually agree that one factor that is potentially impacting the hiring and/or retention of staff is the limited number of scheduled work hours per day; and

WHEREAS, through mutual agreement, the District allowed staff to opt into increasing their hours to 6.25 hours per day for the 2023-2024 school year only; and

WHEREAS, the District has determined that it would be beneficial to extend the increased hours for one additional year, through the 2024-2025 school year.

NOW THEREFORE, it is mutually agreed by and between the parties, for the 2024-2025 school year only, as follows:

1. Special education and EL paraprofessionals employed with rights to positions of at least 5.75 hours per day but less than 6.25 hours per day shall be increased to 6.25 hours per day; and
2. Such increase shall be a requirement of all impacted positions, unless otherwise determined by the District; and
3. At the end of the 2024-2025 school year, employees' rights to hours per days will revert back to what they were regularly scheduled to work at the conclusion of the 2022-2023 school, if employed at that time; and
4. Effective with the start of the 2025-2026 school year, employees hired into special education and/or EL paraprofessional positions and starting their employment during the 2023-2024 and 2024-2025 school years shall have job rights to 5.75 hours per day; and
5. This MOU will be effective for the 2024-2025 school year only, and shall sunset at the conclusion of the 2024-2025 school year.

ED MN - Educational Support Professionals

DATE: _____

BY: _____

HASTINGS PUBLIC SCHOOLS - ISD 200

DATE: _____

BY: _____

FOR THE DISTRICT



428 Ethical Behavior

I. Purpose

The purpose of this policy is to observe state statutes regarding ethical behavior and to ensure that employees engage in school district business activities in a fashion designed to avoid any appearance of unethical behavior.

II. General Statement

Hastings Public Schools-ISD 200 requires district employees to observe high standards of business and personal ethics while performing their duties and responsibilities. All school district employees are required to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The reputation of the district depends to a very large extent on the following considerations.

III. Practice of Ethical Behavior

- A. Is my action legal?
- B. Is my action ethical?
- C. Does my action comply with Hastings Public Schools-ISD 200's policy and procedures?
- D. Am I sure my action does not appear inappropriate?
- E. Am I sure that I would not be embarrassed or compromised if my action became known within the Hastings Public Schools-ISD 200 or publicly?
- F. Am I sure my action meets my personal code of ethics and behavior?
- G. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

IV. Compliance with Laws, Regulations, and Hastings Public Schools-ISD 200 Policies

A. Hastings Public Schools-ISD 200 does not tolerate:

- i. The willful violation or circumvention of any federal, state, local, or applicable foreign law by an employee during the course of that person’s employment with the district. For purposes of this Policy, “applicable foreign law” means the laws of any country where an employee is located as part of their duties as a district employee or when they are acting as a chaperone for any district students.
- ii. The disregard or circumvention of the district’s guidelines or engagement in unscrupulous dealings.

B. Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

C. The performance of all levels of employees will be measured against implementation of the provisions of these standards.

Legal References: None

Cross References: Hastings Public Schools-ISD 200 Accounting & Financial Procedures Manual.

Policy Reviewed: 04.12.2024 ~~08.11.2022~~

Policy Adopted: 04.28.2021

Policy Revised:

Sunset: 04.24.2024



429 Conflict of Interest

I. Purpose

The purpose of this policy is to observe state laws regarding conflicts of interest and to ensure that employees act in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. General Statement

Situations may arise in which a Hastings Public Schools-ISD 200 employee has a conflict of interest; or acts in a manner which may create an appearance of a conflict of interest

All district employees have an obligation to:

- a. Avoid conflicts of interest, or the appearance of conflicts of interest, between personal interests and those of the district in dealing with outside entities or individuals.
- b. Disclose real and apparent conflicts of interest to the Superintendent.
- c. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict of interest.

III. What Constitutes a Conflict of Interest

All district employees owe a duty of loyalty to the district. This duty necessitates that in serving the district they act solely in the interests of the district, including district students and staff, and not in their personal interests or in the interests of others.

The persons covered under this policy shall hereinafter be referred to as “interested persons”. Interested persons include all district employees, as well as persons with the following relationships to district employees:

- a. Spouses or domestic partners
- b. Brothers and sisters
- c. Parents, children, grandchildren, and great-grandchildren
- d. Spouses of individuals listed in A and B
- e. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employer, either individually or in

combination with individuals listed in A, B, C, or D, collectively possess a 35% or more ownership or beneficial interest.

- f. Other relationships such as close friendships may also cause a conflict of interest. Each situation must be evaluated for actual or potential conflict of interest.

Conflicts of interest arise when the interests of an interested party may be seen as competing with those of the district. Conflicts of interest may be:

- a. Financial - where an interested party benefits financially directly or indirectly from its relationship with the district.
- b. Non-Financial - seeking preferential treatment from the district or using confidential information received from the district.

A conflict of interest arises when a district employee involved in making a decision on behalf of the district or their immediate family, is in the position to benefit, directly or indirectly, from the employee's decision. Immediate family is the following who owns/receives more than 1% of the benefiting business/profits (spouse, parent, child, brother, sister and spouse of parent, child, brother or sister).

IV. Examples of Conflicts of Interest

- a. Negotiates or approves a contract, purchase, sale, or lease on behalf of the district and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or service to the district.
- b. Employs, approves the employment of, or supervises a person who is an immediate family member of the employee.
- c. Sells products or services in competition with the district.
- d. Uses the district's facilities, supplies, assets, employees, or other resources for personal gain.
- e. Receives a gift valued at more than \$5 from a vendor, if the employee is responsible for initiating or approving purchases from that vendor.
- f. If a board member is a member of a financial institution that does business with the school district.

V. Honoraria Acceptance

A Hastings Public Schools-ISD 200 employee shall not accept an honorarium for an activity conducted where district-reimbursed travel, work time, or resources are used, or where the activity can be construed as having a relationship to the employee's position with the district. Such activity would be considered official duty on behalf of the district. A relationship exists between the activity and the employee's position with the district if the employee would not participate in the activity in the same manner or capacity if he

or she did not hold his or her position with the district. The employee should make every attempt to avoid the appearance of impropriety.

An employee may receive an honorarium for activities performed during regular non-working Hours or while on leave if the following conditions are met:

- a. All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
- b. The activity has no relationship to the employee's district duties.

Nothing in this document shall be interpreted as preventing the payment to the district by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to the district (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to the district should be deposited to the district's account.

VI. Disclosure Requirements

A district employee who believes that he or she has a conflict of interest or may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, Hastings Public Schools-ISD 200 requires the following:

- a. The Superintendent or designee shall review all potential conflicts reported by employees, and the school board shall review all potential conflicts reported by the Superintendent and determine appropriate resolution in accordance with the next section.
- b. If required by Federal awarding agencies, Hastings Public Schools-ISD 200 will notify those agencies in writing of any *potential* conflict of interest. (2CFR Part 200.112)

VII. Resolution of Conflicts of Interest

Every district employee shall disclose any real, apparent, or potential conflicts of interest to the Superintendent or designee of Hastings Public Schools-ISD 200.

Conflicts shall be resolved as follows:

- a. The board or Superintendent shall resolve or remedy conflicts in accordance with Minnesota law and in the district's best interests. Said resolution may include, but is not limited to, having the employee/personnel abstain from any decision-making involving the underlying decision which led to the conflict of interest or potential conflict of interest.

1. The chair of the board shall be responsible for identifying resolutions involving the Superintendent.
2. The Superintendent or designee shall be responsible for making all decisions concerning resolutions of conflicts involving district employees.

VIII. Violations of Conflict of Interest

Failure to comply with the standards contained in this manual could lead to disciplinary action.

Legal References:

Cross References: *Hastings Public Schools-ISD 200 Accounting & Financial Procedures Manual.*

Adopted: *INDEPENDENT SCHOOL DISTRICT 200*

Policy Reviewed: *04.12.2024*~~*08.11.2022*~~

Policy Adopted: *04.28.2021*

Policy Revised:

Sunset: *04.24.2024*



432 EMPLOYEE USE OF ONLINE SOCIAL MEDIA

I. Purpose

District 200 recognizes the value and increasing role of online social media. The purpose of this regulation is to address the use of social media in the classroom and also to provide guidance to employees on the maintenance of professional ethics and boundaries when utilizing social media in their personal and professional lives.

II. Definitions

- A. **Public online social media** are defined to include: Websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other interactive social media generally available to the public on the Internet (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube, etc.).
- B. **District-approved, password-protected online social media** are interactive media within the district's electronic technologies network or which the district has approved for educational use. The district has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this forum.

III. Classroom Use of Online Social Media

Teachers may elect to utilize district-approved, password-protected online social media in the classroom for purposes of instruction. Teachers may also elect to use public online social media in the classroom for purposes of instruction. Use of online social media in the classroom is subject to the following:

- A. When using either type of online social media in the classroom, teachers shall instruct students on the appropriate use of such sites as described in Policy 524 Acceptable Use, each site must ensure that a signed "Permission for Student Access to the Internet" is on file for each student using the Internet in the classroom.
- B. Teachers should use caution that private student data, as outlined in Policy 515 Protection and Privacy of Pupil Records, and work is not made public on public online social media sites without written permission.

- C. When utilizing either type of online social media in the classroom, teachers shall ensure compliance with any applicable terms of use of the online social media site.

IV. Personal Use of Public Online Social Media By Employees

The decision to make personal use of public online social media is left to the discretion of each employee. District 200 does not affirmatively monitor employee use of public online social media; however, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates applicable professional codes of ethics.

Employees will be held responsible for their disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or for the content of anything communicated by the employee on any online social media site.

An employee who fails to comply with the guidance set forth in this regulation may be subject to disciplinary and other consequences, up to and including termination, subject to applicable collective bargaining agreements. For that reason, employees shall observe the following when using public online social media:

- A. Employees must consider their role as school personnel before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, **offensive, disrespectful**, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment.
- B. Views expressed on a public online social media site are the employee's alone and do not necessarily reflect the views of District 200. Employees may not act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee.
- C. Employees may not disclose information on any public online social media site that is private, confidential or proprietary to District 200, its students, or

employees or that is protected by data privacy laws or Policy 515 Protection and Privacy of Pupil Records.

- D. Employees may not use or post the District 200 or a school logo on any public online social media site without permission from the superintendent, the school principal, or designee.
- E. District 200 recognizes that student groups or members of the public may create public online social media representing students or groups within the district. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the district.
- F. Employees have responsibility for maintaining appropriate employee-student relationships at all times. This includes using professional judgment when necessary for the safety of students online and responding appropriately as a mandated reporter when applicable.

V. Official School or District Public Online Social Media Sites

District 200 and individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. When such a presence is established, an employee shall be designated as the website manager and login credentials must be shared with the website manager's supervisor and the school district's coordinator of technology. The website manager is responsible for keeping the website updated and monitoring the content on the website.

Sites may be linked from the school district or school's official District 200 homepage and must otherwise comply with applicable provisions for District Websites. The website manager is responsible for ensuring compliance with applicable records retention requirements.

Legal References: *Minnesota Administrative Rule 3512.5200, Code of Ethics For School Administrators*
 Minnesota Administrative Rule 8710.2100, Code of Ethics For Minnesota Teachers
 47 U.S.C § 254 (h), Children's Internet Protection Act - Administrative Regulation

Cross References: *Policy 524 Acceptable use of Internet*
 Policy 515 Protection and Privacy of Pupil Records

Policy Reviewed: 04.12.2024~~05.19.2022~~
Policy Adopted: 12.09.2020
Policy Revised: 05.25.2022
Sunset: 04.24.2024



April 17, 2024

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

Re: Independent School District #200
Hastings Multisite Grounds Improvement Project
Commission No. 242004

Dear Jen:

On Tuesday, April 16, 2024, at 2:00 p.m., bids were received from four Contractors for the Multisite Grounds Improvement Project at Hastings Public Schools. A bid tabulation is attached for your review. Precision Landscaping and Irrigation from Hastings, Minnesota submitted the low base bid in the amount of \$251,600.00. Selection of alternate does not affect who will be the low bidder.

Alternate No. 1 Irrigation Extents **Add \$247,000.00**
Recommendation: Accept this Alternate

Based on the above, we recommend awarding the contract to Precision Landscaping and Irrigation as follows:

Base Bid		\$251,600.00
Alternate No. 1: Irrigation Extents	Add	\$247,000.00
TOTAL CONTRACT		\$498,600.00

Upon approval, we will forward contracts to Precision Landscaping and Irrigation to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

Tyler Ertl | AIA
Associate

Enclosures

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

CM/EDU-MN-ISD200/Multi-Site/242004/Admin/Letters/2024.04.17 Letter to Jennifer Seubert

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

**PLANNERS
ARCHITECTS
ENGINEERS**



PROJECT NAME: MULTI-SITE GROUNDS

COMMISSION NO.: 242004
 DATE: 04/16/2024
 TIME: 2:00 PM

BID TABULATION

WOLD ARCHITECTS AND ENGINEERS
 332 MINNESOTA STREET, SUITE W2000
 SAINT PAUL, MINNESOTA 55101
 P: 651 227 7773 F: 651 223 5646

BIDDERS' NAMES:	ADDENDUM NUMBERS:	BID SECURITY:	MN RESPONSIBLE CONTRACTOR:	BASE BID:	ALTERNATE 1: IRRIGATION EXTENTS
URBAN COMPANIES LLC 3781 LABORE RD ST PAUL, MN 55110 PHONE: 651-248-9830	1 of 1	X	X	\$435,000.00	\$266,000.00
HOFFMAN & MCNAMARA CO. 9045 180TH ST E HASTINGS, MN 55033 PHONE: 651-437-9463	1 of 1	X	X	\$273,338.00	\$229,940.00
PRECISION LANDSCAPING AND CONSTRUCTION 14923 JACOB AVE HASTINGS, MN 55033 PHONE: 651-437-2305	1 of 1	X	X	\$251,600.00	\$247,000.00
PETERSON COMPANIES INC 8326 WYOMING TRAIL CHISAGO CITY, MN 55013 PHONE: 651-257-6864	1 of 1	X	X	\$452,550.00	\$232,170.00

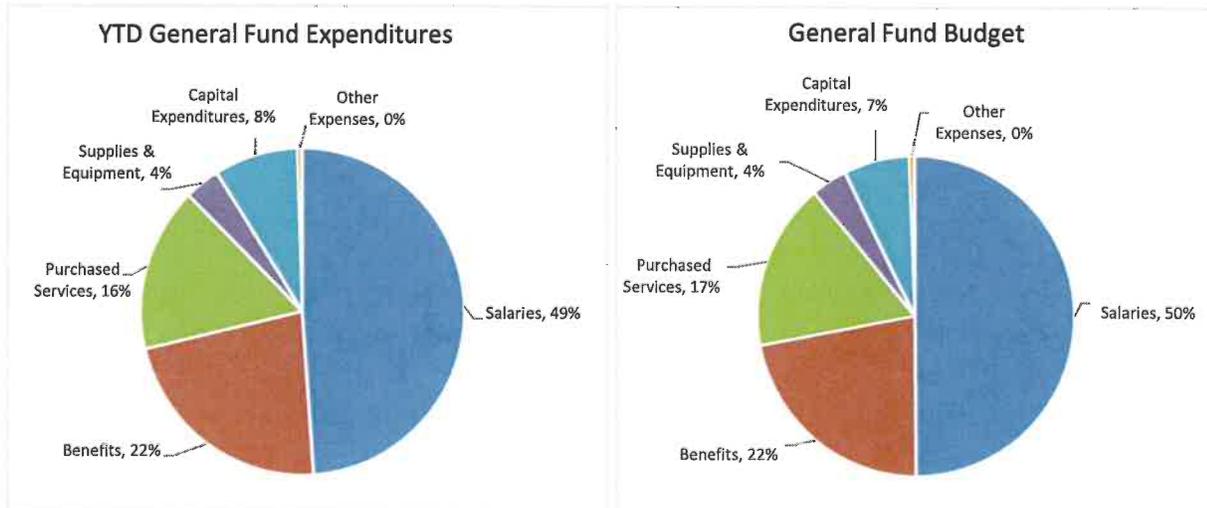
HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: March 2024

EXPENDITURE TOTALS

	FY 2024 Budget (REV#2)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	33,508,317	2,816,240	20,171,141	13,337,176	60%
200 Benefits	14,866,318	1,144,809	9,252,769	5,613,549	62%
300 Purchased Services	11,358,943	365,315	6,720,432	4,638,511	59%
400 Supplies & Equipment	2,476,105	149,806	1,454,596	1,021,509	59%
500 Capital Expenditures	4,559,335	800,105	3,482,275	1,077,060	76%
800 Other Expenses	383,873	4,879	198,375	185,498	52%
	<u>67,152,892</u>	<u>5,281,153</u>	<u>41,279,588</u>	<u>25,873,303</u>	61%
Food Service Fund (02)	3,696,765	409,290	2,269,313	1,427,452	61%
Community Service Fund (04)	2,849,349	217,448	1,983,573	865,776	70%
Building Construction Fund (06)	5,009,085	80,580	2,070,916	2,938,169	41%
Debt Service Fund (07)	3,871,750	0	3,870,700	1,050	100%
Student Activities Fund (10)	250,000	23,657	129,622	120,378	52%
Deferred Accounts- Donations/Misc Fund (11)	640,619	58,301	334,413	306,206	52%
Scholarships Fund (12)	120,000	5,300	119,810	190	100%
Totals	\$83,590,460	\$6,075,730	\$52,057,936	\$31,532,524	

** 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	3/1/2024	3/31/2024	2,002,235	Pay dates 3/5 and 3/20 Bd. Share \$410,929
Liability Checks & Wires	3/1/2024	3/31/2024	1,425,188	
Total			\$3,427,423	

FINANCE DISBURSEMENTS

Checks & Wires	3/1/2024	3/31/2024	756,236
Total			\$756,236

SELF-FUNDED INSURANCE

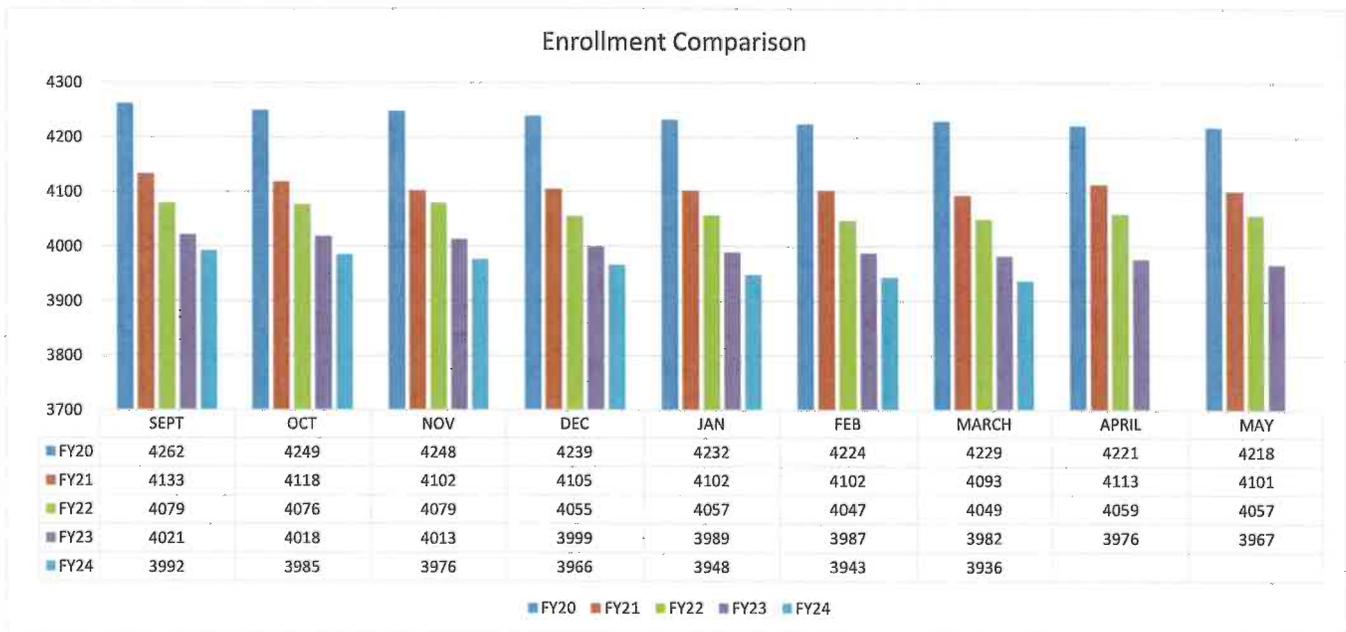
	Revenue YTD	Expenses YTD	YTD Balance
Dental	580,819	470,698	\$110,121
Health	6,903,953	6,610,246	\$293,707

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
3/1/2024	MSDLAF General	MSDLAF Health Self Funded	27,966.86	Health Insurance
3/1/2024	MSDLAF General	MSDLAF AP	12,181.51	Accounts Payable
3/4/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
3/4/2024	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	1,000,000.00	Exchange
3/5/2024	MSDLAF General	MSDLAF Payroll	1,733,287.67	Payroll
3/5/2024	MSDLAF General	MSDLAF Flex	16,539.42	Payroll
3/11/2024	MSDLAF General	MSDLAF AP	191,454.10	Accounts Payable
3/15/2024	MSDLAF General	MSDLAF AP	247,999.16	Accounts Payable
3/18/2024	Vermillion Bank	MSDLAF General	1,635.76	Accounts Payable
3/18/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
3/20/2024	MSDLAF General	MSDLAF Health Self Funded	27,916.86	Health Insurance
3/20/2024	MSDLAF General	MSDLAF Payroll	1,686,289.32	Payroll
3/20/2024	MSDLAF General	MSDLAF Flex	17,093.91	Payroll
3/22/2024	MSDLAF General	MSDLAF Payroll	2,279.99	Payroll
3/22/2024	MSDLAF General	MSDLAF AP	101,132.30	Accounts Payable
3/25/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
3/28/2024	MSDLAF Scholarship	MSDLAF ScholarshipMAX	25,000.00	Exchange
3/28/2024	MSDLAF General	MSDLAF Scholarship	22,582.00	Local Receipts
3/28/2024	MSDLAF General	MSDLAF Payroll	5,955.85	Payroll
3/28/2024	MSDLAF General	MSDLAF AP	208,239.40	Accounts Payable
			\$5,402,554.11	

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	257	HAHS	36
1	284	High School	1341
2	274	Middle School	1176
3	291	Kennedy Elementary	455
4	277	Pinecrest Elementary	444
5	289	McAuliffe Elementary	484
6	309		3936
7	292		
8	286		
9	352		
10	348	Elementary	1383
11	333	Middle School	1176
12	344	High School/HAHS	1377
	3936	Total District	3936



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 3/31/2024

Crs Code	Activity Account	Balance 7/1/2023	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 3/31/2024
601	Art Club	489.27	0.00	61.84	427.43	6.8730	434.30
608	AVID	3,024.06	901.00	259.85	3,665.21	51.8872	3,717.10
602	Band	1,033.95	19,593.36	8,121.47	12,505.84	153.0726	12,658.91
604	Baseball	242.36	0.00	242.36	0.00	2.2697	2.27
605	Basketball - Boys	2,249.20	0.00	2,087.89	161.31	12.5403	173.85
609	Choir Tour	546.42	2,864.00	2,979.00	431.42	7.6425	439.06
610	Cross Country Running	74.60	1,289.00	1,081.12	282.48	4.7879	287.27
613	Fellowship Christian Athletes (FCA)	826.02	1,573.00	844.48	1,554.54	22.0272	1,576.57
614	Football	1,450.41	0.00	0.00	1,450.41	22.0729	1,472.48
615	Gymnastics	2,531.20	1,765.00	0.00	4,296.20	48.8517	4,345.05
616	French Honor Society (FHS)	1,716.75	210.00	477.45	1,449.30	24.8421	1,474.14
622	Marching Band	20,178.35	29,457.43	39,028.19	10,607.59	227.4304	10,835.02
675	INTEREST EARNED	0.00	2,448.70	0.00	2,448.70	-	0.00
623	National Honor Society (NHS)	2,348.30	744.00	113.66	2,978.64	41.7861	3,020.43
625	Nordic Skiing	153.60	1,540.00	1,320.00	373.60	5.4749	379.07
626	Orchestra	271.96	0.00	0.00	271.96	4.1388	276.10
627	Outdoor Club	0.16	0.00	0.16	0.00	0.0007	0.00
618	Peer Helpers	37.19	0.00	19.24	17.95	0.3633	18.31
632	Show Choir	5,978.31	91,597.66	50,492.82	47,083.15	484.8879	47,568.04
643	Soccer - Boys	286.99	0.00	286.99	0.00	1.3439	1.34
647	Spanish Club	11,260.05	4,185.50	2,021.51	13,424.04	182.0580	13,606.10
650	Student Council	59,545.20	3,938.00	9,830.67	53,652.53	854.9179	54,507.45
652	Tennis - Boys	3,190.68	0.00	27.77	3,162.91	48.1669	3,211.08
653	Tennis - Girls	243.27	1,036.00	678.88	600.39	10.6395	611.03
655	Thespians	601.44	0.16	49.88	551.72	8.4539	560.17
656	Track	9,549.31	0.00	3,248.00	6,301.31	107.3026	6,408.61
654	Ultimate Frisbee	417.68	1,035.00	687.42	765.26	7.8384	773.10
659	Wrestling	5,229.57	0.00	4,395.50	834.07	22.2375	856.31
665	Middle School Yearbook	1,557.83	0.00	1,046.59	511.24	9.0054	520.25
666	Middle School Student Council	5,086.25	0.00	219.48	4,866.77	75.7868	4,942.56
		140,120.38	164,177.81	129,622.22	174,675.97	2,448.7000	174,675.97

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

March 2024 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	20,000,000.00	0.00	0.00	20,000,000.00
BOND FUND - 06	0.00	0.00	0.00	0.00
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	486,000.00	0.00	0.00	486,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	0.00	0.00	2,000,000.00
TOTALS	22,496,000.00	0.00	0.00	<u>22,496,000.00</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	20,000,000.00	0.00	20,000,000.00
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	22,496,000.00	0.00	<u>22,496,000.00</u>

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

March 2024 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	10,317,754.51	6,557,005.86	(4,500,567.09)	12,374,193.28
FOOD SERVICE FUND - 02	874,375.01	279,828.47	(297,645.50)	856,557.98
COMMUNITY ED - 04	717,143.84	233,800.06	(215,791.10)	735,152.80
BUILDING CONSTRUCTION - 06	3,015,739.14	13,342.14	(42,624.26)	2,986,457.02
DEBT REDEMPTION - 07	17,202,537.02	0.00	0.00	17,202,537.02
STUDENT ACTIVITY FUND -10	188,553.02	8,979.74	(23,656.79)	173,875.97
DEFERRED ACCOUNTS - 11	657,138.14	10,959.55	(28,405.28)	639,692.41
SCHOLARSHIP - 12	200,485.72	23,494.64	(5,300.00)	218,680.36
TRUST - 18	62,209.40	0.00	86.39	62,295.79
DENTAL SELF FUNDED - 20	814,503.48	3,524.67	982.63	819,010.78
HEALTH SELF FUNDED -21	2,455,628.35	109,025.84	(31,863.97)	2,532,790.22
OPEB PERA/CE TRUST - 45	6,248,063.58	0.00	27,890.51	6,275,954.09
TOTALS	42,754,131.21	7,239,960.97	(5,116,894.46)	44,877,197.72

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	99,419.28	0.00	0.00	279.25	99,698.53
MSDLAF AP	388,275.86	(287,208.23)	0.00	0.00	101,067.63
MSDLAF Payroll	133,188.45	(32,514.52)	0.00	100.00	100,773.93
MSDLAF Scholarship	222,480.36	(3,800.00)	0.00	0.00	218,680.36
MSDLAF General	13,913,367.81	0.00	3,335,349.74	0.00	17,248,717.55
MSDLAF Flex	88,050.70	0.00	0.00	313.48	88,364.18
MSDLAF Dental Self Funded	770,310.92	(13,874.27)	0.00	0.00	756,436.65
MSDLAF Health Self Funded	1,944,914.71	(177,155.54)	42,883.48	50.00	1,810,692.65
MSDLAF Bond Proceeds	3,008,457.02	(22,000.00)	0.00	0.00	2,986,457.02
Vermillion Bank	180,760.79	(1,308.82)	0.00	0.00	179,451.97
MidAmerica - CE Trust	62,295.79	0.00	0.00	0.00	62,295.79
OPEB PERA/CE Trust Account	6,278,359.09	0.00	0.00	0.00	6,278,359.09
US Bank Escrow	14,946,202.37	0.00	0.00	0.00	14,946,202.37
TREASURER'S BALANCE	42,036,083.15	(537,861.38)	3,378,233.22	742.73	44,877,197.72

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
MB	P409MB	106298		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	03/15/2024		52.00
													Bank Total:	\$52.00
USAP	p40902	106183		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	03/08/2024		15,448.95
USAP	P40915	106218		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	03/15/2024		2,926.41
USAP	P40915	106219		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	03/15/2024		4,551.69
USAP	P409B	106320		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	03/22/2024		17,676.70
USAP	P40930	106367		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	03/28/2024		127.00
USAP	P40930	106368		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	03/28/2024		127.72
USAP	P40901	106168	834209	Check	1	9321	r1 ISD 911	Other	Yes	Yes	No	03/01/2024		250.00
USAP	P40901	106164	834210	Check	1	1891	MASBO	C Corporation	Yes	Yes	No	03/01/2024		110.00
USAP	P40901	106167	834211	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	03/01/2024		487.51
USAP	P40901	106165	834212	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CIT	Other	Yes	Yes	No	03/01/2024		11,310.00
USAP	P40901	106166	834213	Check	1	2697	ZUZEK, MARK		Yes	Yes	No	03/01/2024		24.00
USAP	p40902	106202	834214	Check	1	7780	AMIOT SCHOLASTIC RECOGNITION IN	S Corporation	Yes	Yes	No	03/08/2024		2,693.25
USAP	p40902	106206	834215	Check	1	8057	BFG SUPPLY CO	LLC - C Corp	Yes	Yes	No	03/08/2024		1,078.00
USAP	p40902	106198	834216	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	Yes	No	03/08/2024		27,535.53
USAP	p40902	106205	834217	Check	1	7911	CENTURYLINK	C Corporation	Yes	Yes	No	03/08/2024		80.52
USAP	p40902	106188	834218	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	03/08/2024		6,982.40
USAP	p40902	106184	834219	Check	1	10837	CLASS CREATOR	C Corporation	Yes	Yes	No	03/08/2024		686.50
USAP	p40902	106200	834220	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	03/08/2024		437.55
USAP	p40902	106207	834221	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	03/08/2024		78.70
USAP	p40902	106187	834222	Check	1	11858	FAMILY ACHIEVEMENT CENTER	S Corporation	Yes	Yes	No	03/08/2024		4,997.00
USAP	p40902	106201	834223	Check	1	7322	R1 FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	03/08/2024		188.99
USAP	p40902	106189	834224	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	Yes	No	03/08/2024		93.06
USAP	p40902	106209	834225	Check	1	9580	GREAT RIVERS PRINTING	C Corporation	Yes	Yes	No	03/08/2024		75.00
USAP	p40902	106203	834226	Check	1	7862	GREEN COMPANIES LLC	Ind/Sole Proprietor	Yes	No	No	03/08/2024		1,450.00
USAP	p40902	106190	834227	Check	1	1934	MECA	S Corporation	Yes	Yes	No	03/08/2024		1,097.10
USAP	p40902	106191	834228	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	03/08/2024		41,540.00
USAP	p40902	106199	834229	Check	1	3813	MN DEPT OF PUBLIC SAFETY	Other	Yes	Yes	No	03/08/2024		125.00
USAP	p40902	106204	834230	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	Yes	No	03/08/2024		30,964.06
USAP	p40902	106185	834231	Check	1	11186	R2 PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	03/08/2024		2,356.78
USAP	p40902	106192	834232	Check	1	2261	RED WING HIGH SCHOOL-ISD 256	Other	Yes	Yes	No	03/08/2024		7,603.44
USAP	p40902	106193	834233	Check	1	2266	REGION 3AA	C Corporation	Yes	Yes	No	03/08/2024		2,880.00
USAP	p40902	106196	834234	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	03/08/2024		11,788.67
USAP	p40902	106208	834235	Check	1	9479	R1 SAF-GARD SAFETY SHOE CO	S Corporation	Yes	Yes	No	03/08/2024		144.98
USAP	p40902	106194	834236	Check	1	2465	STATE SUPPLY CO INC	S Corporation	Yes	Yes	No	03/08/2024		1,663.82
USAP	p40902	106210	834237	Check	1	9766	R1 T&S PROPERTIES, LLC	LLC - Partnership	Yes	Yes	No	03/08/2024		185.00
USAP	p40902	106186	834238	Check	1	11830	THE SPYGLASS GROUP, LLC	LLC - Partnership	Yes	Yes	No	03/08/2024		624.60

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	p40902	106195	834239	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	03/08/2024		1,385.93
USAP	p40902	106197	834240	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	03/08/2024		27,269.27
USAP	P40915	106236	834241	Check	1 11213		ANDERSON, ERIN		Yes	Yes	No	03/15/2024		98.22
USAP	P40915	106229	834242	Check	1 10919	R1	ARVIG	S Corporation	Yes	Yes	No	03/15/2024		1,205.95
USAP	P40915	106245	834243	Check	1 11719	R15	ASHLEY ABBOTT		Yes	No	No	03/15/2024		48.10
USAP	P40915	106234	834244	Check	1 11204		ASLIS	S Corporation	Yes	Yes	No	03/15/2024		264.00
USAP	P40915	106224	834245	Check	1 10641		BAYCOM INC	S Corporation	Yes	Yes	No	03/15/2024		123.00
USAP	P40915	106272	834246	Check	1 3155		BEHNKE, RON		Yes	Yes	No	03/15/2024		76.79
USAP	P40915	106241	834247	Check	1 1156		BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	03/15/2024		1,513.48
USAP	P40915	106287	834248	Check	1 7937		BROTHERS FIRE PROTECTION CO	C Corporation	Yes	Yes	No	03/15/2024		404.00
USAP	P40915	106269	834249	Check	1 2540		CARBONARA, DAVID	Ind/Sole Proprietor	Yes	Yes	No	03/15/2024		245.00
USAP	P40915	106252	834250	Check	1 1204	R1	CARPENTER ST. CROIX VALLEY NATUI	C Corporation	Yes	Yes	No	03/15/2024		385.00
USAP	P40915	106238	834251	Check	1 11236		CHORDS AND BOARDS LLC	LLC - S Corp	Yes	Yes	No	03/15/2024		140.00
USAP	P40915	106253	834252	Check	1 1251		COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	03/15/2024		409.00
USAP	P40915	106251	834253	Check	1 11846		CONQUER NINJA GYMS-ROSEMOUNT	Partnership	Yes	Yes	No	03/15/2024		477.60
USAP	P40915	106254	834254	Check	1 1286		CUB FOODS	LLC - S Corp	Yes	Yes	No	03/15/2024		74.33
USAP	P40915	106289	834255	Check	1 9028		DAKOTA COUNTY FINANCIAL SERVICE	Other	Yes	No	No	03/15/2024		5,667.00
USAP	P40915	106273	834256	Check	1 3399	R1	DALCO	S Corporation	Yes	Yes	No	03/15/2024		3,333.50
USAP	P40915	106242	834257	Check	1 11584		DASH SPORTS LLC	LLC - S Corp	Yes	Yes	No	03/15/2024		2,202.00
USAP	P40915	106221	834258	Check	1 10278	R1	DECKER	S Corporation	Yes	Yes	No	03/15/2024		149.60
USAP	P40915	106288	834259	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	03/15/2024		694.24
USAP	P40915	106255	834260	Check	1 1319		DEMCO	S Corporation	Yes	Yes	No	03/15/2024		203.09
USAP	P40915	106228	834261	Check	1 10860		DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	03/15/2024		743.00
USAP	P40915	106279	834262	Check	1 6190	R2	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	03/15/2024		553.57
USAP	P40915	106240	834263	Check	1 11338		EHLERS AND ASSOCIATES	S Corporation	Yes	Yes	No	03/15/2024		4,125.00
USAP	P40915	106277	834264	Check	1 5479		ESTR PUBLICATIONS	C Corporation	Yes	Yes	No	03/15/2024		386.60
USAP	P40915	106293	834265	Check	1 9863	R2	GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	03/15/2024		43.37
USAP	P40915	106237	834266	Check	1 11220		GOPHERMODS LLC	S Corporation	Yes	Yes	No	03/15/2024		129.00
USAP	P40915	106256	834267	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	Yes	No	03/15/2024		5,826.90
USAP	P40915	106294	834268	Check	1 9880		GUSTAFSON, JILL		Yes	Yes	No	03/15/2024		125.56
USAP	P40915	106257	834269	Check	1 1550		H&B SPECIALIZED PRODUCTS INC	S Corporation	Yes	Yes	No	03/15/2024		525.00
USAP	P40915	106258	834270	Check	1 1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	03/15/2024		499.81
USAP	P40915	106222	834271	Check	1 10420		HOPE ENGLISH-SPANISH INTERPRETE	Ind/Sole Proprietor	Yes	Yes	No	03/15/2024		3,130.50
USAP	P40915	106235	834272	Check	1 11207		INFINITE HEALTH COLLABORATIVE	C Corporation	Yes	No	No	03/15/2024		101.25
USAP	P40915	106274	834273	Check	1 3584		INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	03/15/2024		2,362.50
USAP	P40915	106286	834274	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	03/15/2024		1,699.98
USAP	P40915	106259	834275	Check	1 1665		INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	03/15/2024		6,831.40
USAP	P40915	106283	834276	Check	1 6741		IVY GARTH SEEDS & PLANTS INC	C Corporation	Yes	Yes	No	03/15/2024		5,238.34
USAP	P40915	106260	834277	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	03/15/2024		9.00

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		Amount
												Date		
USAP	P40915	106244	834278	Check	1	11719	R14	JAMIE SCHMIDT		Yes	Yes	No	03/15/2024	29.70
USAP	P40915	106278	834279	Check	1	5828		JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	03/15/2024	630.00
USAP	P40915	106247	834280	Check	1	11726		JOHNSON, STEFANIE		Yes	No	No	03/15/2024	60.30
USAP	P40915	106281	834281	Check	1	6681		KENNEDY & GRAVEN, CHARTERD	C Corporation	Yes	Yes	No	03/15/2024	1,795.00
USAP	P40915	106290	834282	Check	1	9459	R1	KONICA MINOLTA/LOFFLER	C Corporation	Yes	Yes	No	03/15/2024	2,054.00
USAP	P40915	106292	834283	Check	1	9776	R1	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	03/15/2024	2,012.00
USAP	P40915	106243	834284	Check	1	11718	R5	LYNDEE HUMBLE		Yes	No	No	03/15/2024	8.99
USAP	P40915	106261	834285	Check	1	1863		MACKIN EDUCATIONAL RESOURCES	S Corporation	Yes	Yes	No	03/15/2024	752.14
USAP	P40915	106262	834286	Check	1	1914		MCEA EXECUTIVE OFFICE	Other	Yes	Yes	No	03/15/2024	279.00
USAP	P40915	106284	834287	Check	1	7173		MEDICINE LAKE TOURS	S Corporation	Yes	Yes	No	03/15/2024	1,144.00
USAP	P40915	106263	834288	Check	1	1942		MENARDS	S Corporation	Yes	Yes	No	03/15/2024	183.54
USAP	P40915	106264	834289	Check	1	1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	03/15/2024	79,827.30
USAP	P40915	106220	834290	Check	1	10019	R1	NCS PEARSON INC	C Corporation	Yes	Yes	No	03/15/2024	110.00
USAP	P40915	106225	834291	Check	1	10721	R4	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	Yes	No	03/15/2024	17,673.37
USAP	P40915	106250	834292	Check	1	11771		NOVA EDUCATION CONSULTANTS	Partnership	Yes	Yes	No	03/15/2024	2,295.00
USAP	P40915	106291	834293	Check	1	9771		OPG-3 INC.	S Corporation	Yes	Yes	No	03/15/2024	3,459.81
USAP	P40915	106239	834294	Check	1	11262	R1	PARAGON VISUAL LLC	S Corporation	Yes	Yes	No	03/15/2024	122.47
USAP	P40915	106231	834295	Check	1	11186	R2	PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	03/15/2024	1,531.51
USAP	P40915	106249	834296	Check	1	11740		PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	Yes	No	03/15/2024	8,422.06
USAP	P40915	106275	834297	Check	1	4344		ROWAN, MARY		Yes	No	No	03/15/2024	36.72
USAP	P40915	106248	834298	Check	1	11730		RW GLASS LLC	Ind/Sole Proprietor	Yes	Yes	No	03/15/2024	827.58
USAP	P40915	106271	834299	Check	1	3029		SCHMITT MUSIC	S Corporation	Yes	Yes	No	03/15/2024	85.00
USAP	P40915	106265	834300	Check	1	2387		SHERWIN WILLIAMS CO	C Corporation	Yes	Yes	No	03/15/2024	339.42
USAP	P40915	106233	834301	Check	1	11196	R1	SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	03/15/2024	99.77
USAP	P40915	106276	834302	Check	1	4529		SOUTHWEST METRO INTERMEDIATE	Other	Yes	Yes	No	03/15/2024	2,040.09
USAP	P40915	106266	834303	Check	1	2424		SOUTHWEST MN STATE UNIVERSITY	Other	Yes	Yes	No	03/15/2024	13,200.00
USAP	P40915	106246	834304	Check	1	11724		SQUIRES, WALDSPURGER & MACE P.A	C Corporation	Yes	Yes	No	03/15/2024	14,685.84
USAP	P40915	106267	834305	Check	1	2465		STATE SUPPLY CO INC	S Corporation	Yes	Yes	No	03/15/2024	1,015.04
USAP	P40915	106268	834306	Check	1	2476		STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	03/15/2024	1,395.00
USAP	P40915	106230	834307	Check	1	11169		TECH ACADEMY	S Corporation	Yes	No	No	03/15/2024	45.00
USAP	P40915	106270	834308	Check	1	2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	03/15/2024	1,174.07
USAP	P40915	106280	834309	Check	1	6515		TYLER TECHNOLOGIES INC	C Corporation	Yes	Yes	No	03/15/2024	6,858.37
USAP	P40915	106285	834310	Check	1	7490		UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	Yes	No	03/15/2024	417.34
USAP	P40915	106232	834311	Check	1	11187	R1	VISTAR	C Corporation	Yes	Yes	No	03/15/2024	1,108.29
USAP	P40915	106226	834312	Check	1	10722	R4	WALCOTT SOLAR LLC	LLC - Partnership	Yes	Yes	No	03/15/2024	9,479.08
USAP	P40915	106227	834313	Check	1	10723	R4	WARSAW SOLAR LLC	LLC - Partnership	Yes	Yes	No	03/15/2024	7,996.97
USAP	P40915	106223	834314	Check	1	10452		WAYNE PETERSON ENTERPRISES	S Corporation	Yes	Yes	No	03/15/2024	2,393.30
USAP	P40915	106282	834315	Check	1	6727		ZEH TEK INC	S Corporation	Yes	Yes	No	03/15/2024	149.00
USAP	P40903	106324	834316	Check	1	11208		AUTHORS UNBOUND AGENCY	S Corporation	Yes	No	No	03/22/2024	402.80

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P40903	106323	834317	Check	1 10946	R1	BIMBO BAKERIES USA	C Corporation	Yes	No	No	03/22/2024		20,408.72
USAP	P40903	106350	834318	Check	1 7725		BOOK CITY	Ind/Sole Proprietor	Yes	No	No	03/22/2024		333.00
USAP	P40903	106343	834319	Check	1 3360		CARGILL	C Corporation	Yes	No	No	03/22/2024		5,486.10
USAP	P40903	106328	834320	Check	1 1240		CLIMB THEATRE INC.	Other	Yes	No	No	03/22/2024		2,000.00
USAP	P40903	106329	834321	Check	1 1251		COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	No	No	03/22/2024		2,118.90
USAP	P40903	106344	834322	Check	1 3399	R1	DALCO	S Corporation	Yes	Yes	No	03/22/2024		3,484.88
USAP	P40903	106321	834323	Check	1 10278	R1	DECKER	S Corporation	Yes	No	No	03/22/2024		122.45
USAP	P40903	106351	834324	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	03/22/2024		700.30
USAP	P40903	106326	834325	Check	1 11338		EHLERS AND ASSOCIATES	S Corporation	Yes	Yes	No	03/22/2024		3,050.00
USAP	P40903	106348	834326	Check	1 7322	R1	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	03/22/2024		173.77
USAP	P40903	106330	834327	Check	1 1409		FISHER SCIENTIFIC	LLC - C Corp	Yes	No	No	03/22/2024		52.92
USAP	P40903	106331	834328	Check	1 1555	R1	HAWKINS, INC.	C Corporation	Yes	Yes	No	03/22/2024		1,121.55
USAP	P40903	106352	834329	Check	1 9329		HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	03/22/2024		538.48
USAP	P40903	106349	834330	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	03/22/2024		751.18
USAP	P40903	106332	834331	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	03/22/2024		116.01
USAP	P40903	106325	834332	Check	1 11261	R2	LAFORCE LLC	S Corporation	Yes	Yes	No	03/22/2024		560.00
USAP	P40903	106346	834333	Check	1 5218		LEE, ERIN		Yes	Yes	No	03/22/2024		22.12
USAP	P40903	106333	834334	Check	1 1863		MACKIN EDUCATIONAL RESOURCES	S Corporation	Yes	Yes	No	03/22/2024		675.24
USAP	P40903	106334	834335	Check	1 1942		MENARDS	S Corporation	Yes	No	No	03/22/2024		367.80
USAP	P40903	106345	834336	Check	1 3917	R2	MINNESOTA UI FUND	Other	Yes	Yes	No	03/22/2024		9,541.97
USAP	P40903	106335	834337	Check	1 2146		ORKIN PEST CONTROL INC.	C Corporation	Yes	Yes	No	03/22/2024		387.25
USAP	P40903	106336	834338	Check	1 2347	R1	SCHOLASTIC BOOK FAIRS	C Corporation	Yes	No	No	03/22/2024		1,412.59
USAP	P40903	106327	834339	Check	1 11745		SCHREIBER MULLANEY CONSTRUCTIO	S Corporation	Yes	No	No	03/22/2024		730.07
USAP	P40903	106337	834340	Check	1 2465		STATE SUPPLY CO INC	S Corporation	Yes	Yes	No	03/22/2024		698.00
USAP	P40903	106347	834341	Check	1 5445	r2	SUMMIT FIRE PROTECTION	C Corporation	Yes	Yes	No	03/22/2024		12,881.00
USAP	P40903	106322	834342	Check	1 10898	R1	SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	No	No	03/22/2024		11,997.17
USAP	P40903	106338	834343	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	03/22/2024		2,194.90
USAP	P40903	106339	834344	Check	1 2522		TERRY'S HARDWARE	S Corporation	Yes	Yes	No	03/22/2024		183.79
USAP	P40903	106340	834345	Check	1 2630		WELCH VILLAGE SKI INC.	C Corporation	Yes	No	No	03/22/2024		746.00
USAP	P40903	106341	834346	Check	1 2640		WEST MUSIC	S Corporation	Yes	No	No	03/22/2024		38.95
USAP	P40903	106342	834347	Check	1 2697		ZUZEK, MARK		Yes	Yes	No	03/22/2024		75.04
USAP	P40930	106387	834348	Check	1 11847		ABILITY 2 BELIEVE	Other	Yes	No	No	03/28/2024		164.00
USAP	P40930	106370	834349	Check	1 10604	R1	ACCUTRAIN CORP	C Corporation	Yes	No	No	03/28/2024		108.00
USAP	P40930	106371	834350	Check	1 10630		ALL STRINGS ATTACHED	S Corporation	Yes	No	No	03/28/2024		3,250.00
USAP	P40930	106377	834351	Check	1 11355		BENCHMARK EDUCATION COMPANY L	LLC - Partnership	Yes	No	No	03/28/2024		1,171.50
USAP	P40930	106427	834352	Check	1 8057		BFG SUPPLY CO	LLC - C Corp	Yes	No	No	03/28/2024		283.38
USAP	P40930	106372	834353	Check	1 10946	R1	BIMBO BAKERIES USA	C Corporation	Yes	No	No	03/28/2024		198.88
USAP	P40930	106380	834354	Check	1 1156		BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	03/28/2024		3,488.00
USAP	P40930	106426	834355	Check	1 7725		BOOK CITY	Ind/Sole Proprietor	Yes	No	No	03/28/2024		401.20

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P40930	106400	834356	Check	1 1949	R2	BRIGHTWORKS	Other	Yes	No	No	03/28/2024		1,025.00
USAP	P40930	106429	834357	Check	1 8681		CANVAS HEALTH	C Corporation	Yes	No	No	03/28/2024		5,707.02
USAP	P40930	106404	834358	Check	1 2540		CARBONARA, DAVID	Ind/Sole Proprietor	Yes	No	No	03/28/2024		247.62
USAP	P40930	106416	834359	Check	1 3748		GENTERPOINT ENERGY	C Corporation	Yes	No	No	03/28/2024		21,527.82
USAP	P40930	106421	834360	Check	1 7295		GENTURYLINK	C Corporation	Yes	No	No	03/28/2024		168.90
USAP	P40930	106422	834361	Check	1 7332		GENTURYLINK	C Corporation	Yes	No	No	03/28/2024		3,635.11
USAP	P40930	106376	834362	Check	1 11236		CHORDS AND BOARDS LLC	LLC - S Corp	Yes	No	No	03/28/2024		140.00
USAP	P40930	106414	834363	Check	1 3621		COBRA SOLUTIONS INC	S Corporation	Yes	No	No	03/28/2024		395.00
USAP	P40930	106389	834364	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	03/28/2024		9,488.46
USAP	P40930	106390	834365	Check	1 1286		CUB FOODS	LLC - S Corp	Yes	No	No	03/28/2024		29.02
USAP	P40930	106379	834366	Check	1 11555		CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	03/28/2024		246.48
USAP	P40930	106411	834367	Check	1 3399	R1	DALCO	S Corporation	Yes	No	No	03/28/2024		653.92
USAP	P40930	106431	834368	Check	1 9804		DAVIS, HEATHER		Yes	No	No	03/28/2024		131.38
USAP	P40930	106419	834369	Check	1 6808		ECKROTH MUSIC	C Corporation	Yes	No	No	03/28/2024		31.00
USAP	P40930	106391	834370	Check	1 1373		ELSMORE AQUATIC	S Corporation	Yes	No	No	03/28/2024		495.00
USAP	P40930	106432	834371	Check	1 9817		EMERGENCY OUTFITTERS INC	C Corporation	Yes	No	No	03/28/2024		1,541.00
USAP	P40930	106378	834372	Check	1 11447		FOURTH DIMENSION SIGNS	C Corporation	Yes	No	No	03/28/2024		1,360.00
USAP	P40930	106393	834373	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	No	No	03/28/2024		6,185.51
USAP	P40930	106409	834374	Check	1 3030		GROTH MUSIC	S Corporation	Yes	No	No	03/28/2024		792.80
USAP	P40930	106394	834375	Check	1 1550		H&B SPECIALIZED PRODUCTS INC	S Corporation	Yes	No	No	03/28/2024		1,125.00
USAP	P40930	106430	834376	Check	1 9641		HANSEY, JACLYN		Yes	Yes	No	03/28/2024		65.00
USAP	P40930	106415	834377	Check	1 3718		HASTINGS PARKS & RECREATION	Other	Yes	No	No	03/28/2024		10,055.35
USAP	P40930	106413	834378	Check	1 3584		INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	03/28/2024		1,312.50
USAP	P40930	106425	834379	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	03/28/2024		5,812.18
USAP	P40930	106396	834380	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	No	No	03/28/2024		569.17
USAP	P40930	106388	834381	Check	1 11895		KRUSEMARK, GRINNELL & ASSOCIATE	Ind/Sole Proprietor	Yes	No	No	03/28/2024		75.00
USAP	P40930	106397	834382	Check	1 1863		MACKIN EDUCATIONAL RESOURCES	S Corporation	Yes	No	No	03/28/2024		710.20
USAP	P40930	106398	834383	Check	1 1876		MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	No	No	03/28/2024		4,660.00
USAP	P40930	106384	834384	Check	1 11760		MCSAS PRODUCTIONS LLC	Ind/Sole Proprietor	Yes	No	No	03/28/2024		1,240.00
USAP	P40930	106424	834385	Check	1 7502		MIDWEST EDUCATIONAL CONSULTAN'	S Corporation	Yes	No	No	03/28/2024		16,200.00
USAP	P40930	106386	834386	Check	1 11771		NOVA EDUCATION CONSULTANTS	Partnership	Yes	No	No	03/28/2024		1,665.00
USAP	P40930	106399	834387	Check	1 1882		OFFICE OF MN IT SERVICES	Other	Yes	No	No	03/28/2024		144.90
USAP	P40930	106374	834388	Check	1 11186	R2	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	03/28/2024		8,031.25
USAP	P40930	106369	834389	Check	1 10230		POVOLNY, KATHY	Ind/Sole Proprietor	Yes	No	No	03/28/2024		111.30
USAP	P40930	106383	834390	Check	1 11740		PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	No	No	03/28/2024		6,411.93
USAP	P40930	106420	834391	Check	1 7210		REINDERS INC	C Corporation	Yes	No	No	03/28/2024		490.00
USAP	P40930	106392	834392	Check	1 1480		RYAN & GORDYS GLASS INC	S Corporation	Yes	No	No	03/28/2024		893.50
USAP	P40930	106401	834393	Check	1 2318		SADDLEBACK EDUCATIONAL	S Corporation	Yes	No	No	03/28/2024		1,089.09
USAP	P40930	106402	834394	Check	1 2387		SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	03/28/2024		162.28

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USAP	P40930	106412	834395	Check	1 3570	R1	SNA	C Corporation	Yes	No	No	03/28/2024		495.00
USAP	P40930	106417	834396	Check	1 4405	R1	STEP SAVER INC	S Corporation	Yes	No	No	03/28/2024		64.51
USAP	P40930	106418	834397	Check	1 5445	r2	SUMMIT FIRE PROTECTION	C Corporation	Yes	No	No	03/28/2024		290.00
USAP	P40930	106385	834398	Check	1 11768	R1	TAHER INC	S Corporation	Yes	No	No	03/28/2024		28,750.00
USAP	P40930	106403	834399	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	03/28/2024		1,224.00
USAP	P40930	106373	834400	Check	1 11169		TECH ACADEMY	S Corporation	Yes	No	No	03/28/2024		30.00
USAP	P40930	106395	834401	Check	1 1575		TESSIER-MORSE, HAILEN		Yes	No	No	03/28/2024		40.73
USAP	P40930	106428	834402	Check	1 8382		THE COPPER STREET BRASS QUINTE	Other	Yes	No	No	03/28/2024		6,000.00
USAP	P40930	106405	834403	Check	1 2548	R1	T-MOBILE	C Corporation	Yes	No	No	03/28/2024		146.62
USAP	P40930	106406	834404	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	No	No	03/28/2024		2,399.17
USAP	P40930	106423	834405	Check	1 7490		UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	No	No	03/28/2024		204.79
USAP	P40930	106410	834406	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	03/28/2024		38,331.09
USAP	P40930	106407	834407	Check	1 2597		VERTICAL ENDEAVORS INC	C Corporation	Yes	No	No	03/28/2024		950.00
USAP	P40930	106375	834408	Check	1 11187	R1	VISTAR	C Corporation	Yes	No	No	03/28/2024		1,508.94
USAP	P40930	106408	834409	Check	1 2652		WIESER EDUCATIONAL, INC.	C Corporation	Yes	No	No	03/28/2024		64.98
USAP	P40930	106381	834410	Check	1 11649		YOGA BY THERESA	LLC - S Corp	Yes	No	No	03/28/2024		471.20
USAP	P40930	106382	834411	Check	1 11709		ZEPTIVE, INC.	C Corporation	Yes	No	No	03/28/2024		3,324.00

Bank Total: \$756,183.51

Report Total: \$756,235.51

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USPR	p249p1	106173		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	03/06/2024		67,339.64
USPR	p249p1	106174		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	03/06/2024		54,966.20
USPR	p249p1	106175		Wire	1	2016	MN TRA	Other	No	Yes	No	03/06/2024		177,766.35
USPR	p249p1	106176		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	03/06/2024		333,047.12
USPR	p249p1	106177		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	03/06/2024		0.00
USPR	p249p1	106178		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	03/06/2024		59,923.94
USPR	p249p2	106299		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	03/21/2024		67,040.43
USPR	p249p2	106300		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	03/21/2024		53,562.48
USPR	p249p2	106301		Wire	1	2016	MN TRA	Other	No	Yes	No	03/21/2024		179,040.71
USPR	p249p2	106302		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	03/21/2024		324,365.93
USPR	p249p2	106303		Wire	1	3166	BREMER BANK FEES	Other	No	No	No	03/21/2024		221.80
USPR	p249p2	106304		Wire	1	3283	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	03/21/2024		349.72
USPR	p249p2	106305		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	03/21/2024		0.00
USPR	p249p2	106306		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	03/21/2024		54,079.37
USPR		106353		Check	1	11890	WILSON, ANGELA		Yes	No	Yes	03/22/2024		0.00
USPR		106354		Check	1	11896	MAMER, AARON		Yes	No	Yes	03/22/2024		0.00
USPR	p249p2	106357		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	03/25/2024		70.01
USPR	p249p2	106358		Wire	1	2016	MN TRA	Other	No	Yes	No	03/25/2024		338.39
USPR	p249p2	106359		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	03/25/2024		439.97
USPR	p249p2	106360		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	No	No	03/25/2024		(210.00)
USPR	p249p1	106180	105693	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	Yes	No	03/06/2024		16,936.85
USPR	p249p1	106181	105694	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	03/06/2024		10.00
USPR	p249p1	106179	105695	Check	1	11853	RIVERVIEW LAW OFFICE, PLLC	S Corporation	Yes	Yes	No	03/06/2024		110.69
USPR	p249p2	106314	105696	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	03/21/2024		16.00
USPR	p249p2	106307	105697	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	Yes	No	03/21/2024		1,668.62
USPR	p249p2	106309	105698	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	03/21/2024		16,936.85
USPR	p249p2	106316	105699	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	03/21/2024		82.00
USPR	p249p2	106310	105700	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	03/21/2024		518.80
USPR	p249p2	106311	105701	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	Yes	No	03/21/2024		2,360.50
USPR	p249p2	106312	105702	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	Yes	No	03/21/2024		32.00
USPR	p249p2	106315	105703	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	03/21/2024		1,554.06
USPR	p249p2	106308	105704	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	Yes	No	03/21/2024		80.00
USPR	p249p2	106313	105705	Check	1	2576	UNITED WAY	Other	Yes	Yes	No	03/21/2024		383.00
USPR	p249p2	106356	105706	Check	1	11896	MAMER, AARON		Yes	No	No	03/22/2024		161.61
USPR	p249p2	106355	105707	Check	1	11890	WILSON, ANGELA		Yes	No	No	03/22/2024		97.50
USPR	p249p3	106433	105708	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	03/28/2024		11,897.56

Bank Total: \$1,425,188.10

Report Total: \$1,425,188.10

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
USBP	P409B1	106215	1288	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	03/14/2024	4,314.26
USBP	P409B2	106319	1289	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	03/21/2024	22,000.00
USBP	P409B2	106318	1290	Check	1	11656	MAERTENS-BRENNY CONSTRUCTION	S Corporation	Yes	Yes	No	03/21/2024	16,310.00

Bank Total: \$42,624.26

Report Total: \$42,624.26

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
												Date	
ACTV	P08ASA	106162		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	03/01/2024	1,614.21
ACTV	P08ASB	106182		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	03/08/2024	12,204.36
ACTV	P09AS1	106161	38212	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	Yes	No	03/01/2024	140.00
ACTV	P09AS3	106212	38213	Check	1	11626	AUGSBURG MUSIC DEPARTMENT	Other	Yes	No	No	03/14/2024	160.00
ACTV	P09AS3	106213	38214	Check	1	3626	EMERALD GREENS GOLF COURSE/WE	Ind/Sole Proprietor	Yes	Yes	No	03/14/2024	1,000.00
ACTV	P09AS3	106214	38215	Check	1	7777	GRANDTOURS INC.	S Corporation	Yes	Yes	No	03/14/2024	7,438.22
ACTV	P09AS3	106211	38216	Check	1	10822	MN ULTIMATE	S Corporation	Yes	No	No	03/14/2024	600.00
ACTV	P09AS5	106434	38217	Check	1	7482	TINUCCI'S	S Corporation	Yes	No	No	03/28/2024	500.00

Bank Total: \$23,656.79

Report Total: \$23,656.79

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void Date		
SCH	P4071P	105508	304501	Check	1	11862	MONTANA STATE UNIVERSITY-BOZEM/		Yes	Yes	Yes	03/28/2024	(2,500.00)
SCH	P4091P	106172	304535	Check	1	11324	WINONA STATE UNIVERSITY	Other	Yes	Yes	No	03/05/2024	2,000.00
SCH	P4092P	106317	304536	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANK	Other	Yes	Yes	No	03/21/2024	2,000.00
SCH	P4093P	106361	304537	Check	1	5756	DRAKE UNIVERSITY	C Corporation	Yes	No	No	03/26/2024	700.00
SCH	P4094P	106362	304538	Check	1	11259	NORMANDALE COMMUNITY COLLEGE	Other	Yes	No	No	03/26/2024	600.00
SCH	P4095P	106435	304539	Check	1	11862	MONTANA STATE UNIVERSITY-BOZEM/		Yes	No	No	03/28/2024	2,500.00

Bank Total:

Report Total:

**HASTINGS PUBLIC SCHOOLS
Dental Self-Funded Summary
Period Ending March 31, 2024**

Sequence: Crs, Org, Fd

										24REV#2			% YTD	Remaining		
										Annual Budget	Period 202409	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(36,000.00)	(3,524.67)	(43,556.32)	121%	0.00	121%	7,556.32
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(509,364.00)	(41,941.32)	(369,055.27)	72%	0.00	72%	(140,308.73)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(110,074.00)	(10,010.58)	(77,478.76)	70%	0.00	70%	(32,595.24)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(104,819.00)	(10,622.23)	(90,728.22)	87%	0.00	87%	(14,090.78)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	35,957.00	2,983.20	26,848.80	75%	0.00	75%	9,108.20
E	20	005	105	000	302	000	422	000	Claims-Dental	605,136.00	58,608.30	443,849.06	73%	0.00	73%	161,286.94
000 Districtwide										(119,164.00)	(4,507.30)	(110,120.71)	92%	0.00	92%	(9,043.29)
Report Totals:										(119,164.00)	(4,507.30)	(110,120.71)	92%	0.00	92%	(9,043.29)

HASTINGS PUBLIC SCHOOLS Health Self-Funded Summary Period Ending March 31, 2024

Sequence: Crs, Org, Fd

								24REV#2					% YTD	Remaining		
								Annual Budget	Period 202409	Year To Date	% YTD	Encumbrances	+ Enc	Balance		
								Description								
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	21	000	000	000	092	000	422	000	Interest -Health	(165,000.00)	(9,746.79)	(158,476.08)	96%	0.00	96%	(6,523.92)
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,910,523.00)	(593,616.74)	(5,165,933.32)	75%	0.00	75%	(1,744,589.68)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,190,911.00)	(95,474.51)	(761,414.62)	64%	0.00	64%	(429,496.38)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiums	(385,263.00)	(34,483.50)	(308,906.32)	80%	0.00	80%	(76,356.68)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(19,410.00)	(3,141.18)	(17,741.18)	91%	0.00	91%	(1,668.82)
E	21	005	105	000	317	000	422	000	Network Fees	18,000.00	6,769.27	8,833.08	49%	0.00	49%	9,166.92
E	21	005	105	000	322	000	422	000	PaydHealth Fees	68,870.13	5,927.36	54,520.92	79%	0.00	79%	14,349.21
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fees	(279,266.00)	(36,883.42)	(280,120.72)	100%	0.00	100%	854.72
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	20,000.00	1,510.00	13,859.92	69%	0.00	69%	6,140.08
E	21	005	105	000	302	000	422	000	Claims-Medical	7,422,512.00	497,880.03	4,720,367.61	64%	0.00	64%	2,702,144.39
E	21	005	105	000	307	000	422	000	Health Carrier TPA	226,512.00	13,728.00	149,016.00	66%	0.00	66%	77,496.00
E	21	005	105	000	308	000	422	000	StopLoss	404,988.00	25,851.84	292,778.36	72%	0.00	72%	112,209.64
E	21	005	105	000	309	000	422	000	Fitness reimbursements	0.00	0.00	1,190.00	0%	0.00	0%	(1,190.00)
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	41,200.00	0.00	40,600.00	99%	0.00	99%	600.00
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,602,559.00	149,889.49	1,115,541.81	70%	0.00	70%	487,017.19
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,148.00	0.00	3,885.00	75%	0.00	75%	1,263.00
000 Districtwide								859,416.13	(71,790.15)	(291,999.54)	(34%)	0.00	(34%)	1,151,415.67		
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(668,400.00)	(55,883.72)	(482,485.69)	72%	0.00	72%	(185,914.31)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	0.00	(3,186.18)	105%	0.00	105%	141.18
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	668,400.00	55,883.72	482,485.69	72%	0.00	72%	185,914.31
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	0.00	3,186.18	105%	0.00	105%	(141.18)
326 District Additional R/E								0.00	0.00	0.00	0%	0.00	0%	(0.00)		
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	(5,809.27)	(5,809.27)	39%	0.00	39%	(9,190.73)
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	5,000.00	437.55	3,901.86	78%	0.00	78%	1,098.14
E	21	005	105	000	366	331	422	000	Participation Fees Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	401	331	422	000	Supplies Wellness	9,500.00	0.00	0.00	0%	0.00	0%	9,500.00
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	0.00	200.00	0%	0.00	0%	(200.00)
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	500.00	0.00	0.00	0%	0.00	0%	500.00
E	21	005	105	000	309	331	422	000	Wellbeats/JE Fitness Reimb.	0.00	0.00	0.00	0%	0.00	0%	0.00
331 Wellness R/E								0.00	(5,371.72)	(1,707.41)	0%	0.00	0%	1,707.41		
Report Totals:								859,416.13	(77,161.87)	(293,706.95)	(34%)	0.00	(34%)	1,153,123.08		

**Approval of District 200 Donations - Public
January-March 2024**

<u>Date</u>	<u>Building</u>	<u>Description</u>	<u>Amount</u>
1/4/24	Middle School	Middle School Donation	\$50.00
1/4/24	Kennedy	Kennedy Donation	\$50.00
1/5/24	Community Ed	Little Learners Donation	\$250.00
1/9/24	High School	High School Music Program Donation	\$1,000.00
1/10/24	High School	Football Assistant Coaches	\$49.20
1/10/24	Pinecrest	Pinecrest Donation	\$50.00
1/10/24	High School	High School Donation	\$8.00
1/10/24	Pinecrest	Pinecrest Donation, Read-A-Thon	\$11,125.00
1/11/24	High School	Nordic Skiing Donation	\$150.00
1/11/24	High School	Nordic Skiing Donation	\$75.00
1/11/24	High School	Nordic Skiing Donation	\$200.00
			<hr/> \$425.00
1/11/24	High School	High School Wrestling Poster Sponsor	\$350.00
1/11/24	High School	High School Wrestling Poster Sponsor	\$200.00
			<hr/> \$550.00
1/12/24	High School	Assistant Girls Soccer Coach	\$2,125.00
1/18/24	High School	Lin & Kathy Warren Music Scholarship	\$1,000.00
1/23/24	High School	High School Faculty Scholarship	\$82.00
1/24/24	High School	Equipment & supplies for Boys & Girls Golf Teams	\$2,139.98
1/24/24	Community Ed	SPARK	\$500.00
1/26/24	Middle School	To support Field Trips for HMS Outdoor Club	\$1,500.00
1/29/24	Middle School	Middle School Theater	\$337.00
2/1/24	McAuliffe	Donation for Field Trips	\$250.00
2/1/24	High School	Excel Program	\$1,000.00
2/2/24	High School	It Takes A Village Scholarship	\$1,500.00

2/2/24	High School	David J. Wigness Jr Memorial Scholarship	\$2,000.00
2/2/24	High School	Tecla Karpen/HEP Scholarship	\$750.00
2/6/24	District Wide	SHIP Grant	\$1,162.90
2/7/24	Pinecrest	Pinecrest Donation	\$30.00
2/12/24	High School	Wrestling Assistant Coaches	\$6,459.00
2/14/24	Pinecrest	Classroom Party	\$10.00
2/15/24	High School	High School Music Program Donation	\$970.30
2/21/24	High School	Hertogs Family Foundation Scholarship	\$7,500.00
2/21/24	Middle School	HMS Archery Program	\$1,800.00
2/22/24	High School	High School Faculty Scholarship	\$82.00
2/22/24	High School	Marching Band Simply Sheets Fundraiser	\$1,545.00
2/22/24	High School	Marching Band Cub Fundraiser	\$2,333.09
2/28/24	High School	Nordic Skiing-Family Donation to Ski Fundraiser	\$100.00
2/28/24	High School	Donation for Girls Section Hotel Rooms	\$408.00
3/1/24	Pinecrest	Pinecrest Donation	\$30.00
3/1/24	Kennedy	Donation for Field Trips	\$479.42
3/1/24	Pinecrest	Pinecrest Donation	\$30.00
3/21/24	High School	High School Faculty Scholarship	\$82.00
3/21/24	High School	Mpls Foundation Apple Autos Scholarship	\$2,500.00
3/21/24	High School	Dakota Electric Assn Scholarship	\$10,000.00
3/22/24	High School	Girls Hockey Asst Coach	\$2,500.00
3/25/24	High School	High School Donation	\$8.00
3/26/24	High School	PLG Scholarship	\$10,000.00

3/27/24	Community Ed	After School Youth Enrichment Programming	\$2,500.00
3/28/24	Community Ed	SPARK	\$5,000.00

Total Third Quarter Donations	<u><u>\$82,270.89</u></u>
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In-Kind Donations - Values are approximate per information available

1/16/24	High School	Whiteboards & Bulletin Boards to be used throughout the High School	\$3,200.00
2/26/24	Community Ed	Splashy Multi-purpose Bath Seat: positioning equipment for ECSE program	\$645.00
3/3/24	High School	5 bundles of grocery bags for National Honor Society's Food Drive	\$71.50

Donation Acceptance Resolution

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

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

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

WHEREAS, the referenced donations in the District 200 Donations Report from January 2024 to March 2024 have been generously donated.

_____ duly seconded the motion for the adoption of the foregoing resolution.

Voting in favor of the resolution:

Voting against:

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

School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Scott Smallidge
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Fund 10 & Account Name Fund 11 & Account Name	No account - EF Educational Tours collects all fees
--	---

Purpose	The tour of these two amazing cities ties in beautifully with our U.S. History curriculum around the areas of
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Destination	Boston and New York City
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Type(s) of Transportation	Commercial aircraft and coach bus.
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Dates	Depart	10/15/2025	Time	Return	10/19/2025	Time
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Cost per student	\$2,189.00	Attach copy of payment schedule for inclusion in Online Payment System
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? Student drops out after paying	Per EF cancellation policy
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? Payment was fundraised \$'s	fundraising will be done individually by students
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# Students participating	40-50?
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# Chaperones needed	4
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All chaperone fees are the responsibility of the chaperone

How are you ensuring equitable access for students of need?	This is an optional trip for students.
---	--

Are there any additional pre-trips or other unique arrangements to be aware of?	
---	--

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

Principal Approved		Date 4/18/24
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Superintendent Reviewed	Signature <i>Jamara Champagne</i>	Date <i>4/23/2024</i>
Board Reviewed	Signature	Date

Future Meetings

Date	Time	Description	Location
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

Hastings Public Schools

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

Dr. Tamara Champa
 SUPERINTENDENT

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 :: 03.06.2024 - 3:00-4:00 PM :: 04.12.2024 - 10:00-12:00 PM :: 05.06.2024 11:30-1:00 PM :: 05.17.2024 - 10:00-11:30 AM :: 05.30.24 - 11:00-12:30 PM :: 06.21.24 - 11:00-12:30 PM :: 07.26.24 - 11:00-12:30 PM :: 08.08.24 - 11:00-12:30 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
 5.29.2024 - 12:30-2:00 PM
 10.15.24 - 11:00-12:30 PM
 12.04.24 - 11:15-12:45 PM

Meeting Location: District Office Conference Room A

Purpose Statement:

The mission of the Finance Committee is to provide strategic guidance of budget and financial activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity for the School Board and the community at large.

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 :: 04.03.24 - 5:45-6:00 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) :: 04.17.24 - 5:30-6:30 PM

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
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Hastings Public Schools

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

BRIDGE TO SUCCESS

Dr. Tamara Champa
 SUPERINTENDENT

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917 REP (1) Commitment: Typical 1 meeting per month			
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Mark Zuzek			
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RELICENSURE COMMITTEE REP			
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Mark Zuzek			
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MSHSL REP (1)			
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Jenny Wiederholt-Pine			
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AMSD Liaison (1)			
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Matt Bruns			
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BRIGHTWORKS (1) If appointment is open			
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Jessica Dressely			
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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			
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Matt Bruns	Backup - Jessica Dressely		
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