

# Hastings Area Public Schools - ISD 200

## School Board Meeting Agenda

Wednesday, September 25, 2024  
Regular Meeting  
Middle School Media Center

---

- I. **Call Meeting to Order**
  - a. Attendance
- II. **Pledge of Allegiance**
- III. **Student School Board Representative Oath of Office**
- IV. **Motion to Approve the Agenda/Table File**
  - a. Approval of the Minutes from the:
    - 08.28.24 Regular Board Meeting
    - 09.10.24 Special Board Meeting
- V. **Recognition of Visitors**
- VI. **Raider Spotlight**
  - a. School Board Appreciation Month
  - b. Friends of the Library
- VII. **Public Comment Session**
- VIII. **Reports and Discussions**
  - a. Superintendent Report
    - i. Cadence Goals Overview
  - b. Building Construction Fund Project Update
  - c. Legal: Data Request Update
  - d. School Board Representatives/Committees
    - i. Student Representative Updates
    - ii. ISD 917 School Board Representative Update
    - iii. AMSD 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 Readings
    - ii. Second Readings
    - iii. Policies for Approval after Third Reading (Also included in Consent Agenda)
    - iv. Policies to Sunset (Also included in Consent Agenda)
- IX. **Action Items**
  - a. Consent Agenda
    - i. Change Orders
      - Change Order No. 2 - High School Storefront
      - Change Order No. 3 - Middle School Door Replacements
      - Change Order No. 5 - Kennedy & Pinecrest Door Replacements
    - ii. Bills Payable
    - iii. Policies for Approval after Third Reading
    - iv. Policies to Sunset
    - v. Personnel Report

- vi. Approval of Collapsed Classroom MOUs
    - vii. Approval of Speech Language Assistant Position
    - viii. Approval of Updated Non-Contract Rates
  - b. Items for Individual Action
    - i. Max Levy Limitations
    - ii. Eagle Bluff Environmental Center Trip Approval
    - iii. License - County of Dakota Public Health Department Use of Independent School District 200 Schools
    - iv. MSBA Board Member Resolutions
    - v. 2024-2025 Superintendent Goals
- X. **Future Meetings**
- XI. **Adjournment**



BRIDGE TO SUCCESS

# Hastings Public Schools

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

## OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota and will faithfully discharge the duties of student school board representative serving Independent School District 200 to the best of my judgment and ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

**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, September 10, 2024, at the Hastings Middle School Media Center.

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

The following board members were present: Melissa Millner, Philip Biermaier, Matt Bruns, Mark Zuzek, Jenny Wiederholt-Pine, and Carrie Tate. Jessica Dressely attended via Google Meet. Roll call attendance was taken by Melissa Millner. Superintendent Champa was also present at the meeting.

After the Pledge of Allegiance, a motion to approve the agenda was made by Mark Zuzek and seconded by Philip Biermaier. A roll call vote was taken by Melissa Millner to approve the agenda. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion was made by Mark Zuzek and seconded by Jenny Wiederholt-Pine to approve the MSBA Resolutions. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion was made by Jenny Wiederholt-Pine and seconded by Philip Biermaier for the approval of the MOU establishing the pay rates for the Dance Team Coach and Assistant Coach. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

With no further business to discuss, a motion was made to adjourn the meeting by Mark Zuzek and seconded by Melissa Millner. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously. The meeting was adjourned at 6:10 PM.

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

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, August 28, 2024, at the Hastings Middle School Media Center.

The meeting was called to order at 7:03 PM.

The following board members were present: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Matt Bruns, Mark Zuzek, and Carrie Tate. Philip Biermaier attended via Google Meet. Roll call attendance was taken by Melissa Millner. Superintendent Champa was also present at the meeting.

After the Pledge of Allegiance, a motion was made by Mark Zuzek to approve the agenda. This motion was seconded by Matt Bruns. A roll call vote was taken by Melissa Millner to approve the agenda. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion to approve the minutes from the 07.31.24 Regular Board Meeting, and the 08.07.24 Special Meeting of the Hastings School Board was made by Jessica Dressely and seconded by Melissa Millner. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

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

Superintendent Champa presented the Raider Spotlight.

The Public Comment Session was held with one person speaking.

Superintendent Champa provided the Board with the Superintendent report.

Updates were given on the Annual Survey, PFAS, the Hockey Arena, and the Vermillion Township Land.

Chair Tate discussed Safety Concerns.

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

The Legal: Data Request update was presented by Cathy Moen.

The ISD 917 update was given by Mark Zuzek.

The AMSD update was given by Matt Bruns.

The Community Collaboration Committee update was given by Jenny Wiederholt-Pine, no meeting held since the last update.

The Facilities Committee update was given by Melissa Millner.

The Finance Committee update was given by Mark Zuzek, no meeting held since the last update.

The NAPAC update was given by Matt Bruns.

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

Jessica Dressely provided the Board with an update from the Policy Committee which included the first reading of policies: 516 and 516.5. As well as a second reading of policy 615.

A motion to approve the Consent Agenda was made by Jessica Dressely and seconded by Mark Zuzek. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously. The following items were approved under the consent agenda:

- Personnel Report
- Change Order No. 1 - HS Tuckpointing and Sealant
- Bills Payable
- Policies for Approval after Third reading: 507, 509, 511, 513, 518, 519, 521, 722, and 806
- Policies for Approval due to Legislative Changes: 524
- Sternau Contract
- Amy Brown Counseling Services
- Membership Renewals: BrightWorks
- Approval of Updated Non-contract Rates
- Approval of the 2024-2026 Master Agreement with the District Supervisors
- Approval of the 2024-2026 Master Agreement with the District Directors
- Second Addendum to the Superintendent's Employment Contract

A motion was made by Mark Zuzek to approve the School Resource Officer/Traffic Control Agent. The motion was seconded by Jessica Dressely. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion was made by Matt Bruns to approve the HCTV Designation. The motion was seconded by Melissa Millner. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion was made by Jessica Dressely to not move forward with the Hockey Arena funds. The motion was seconded by Jenny Wiederholt-Pine. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

A motion was made by Jessica Dressely to reallocate the \$85,000 from the parking lot back into the building contingency fund and approve the sign. The motion was seconded by Mark Zuzek. A roll call vote was taken by Melissa Millner. The roll call vote was taken by Melissa Millner. The roll call vote was 6 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate. Jenny Wiederholt-Pine voted nay. Motion carried 6-1.

A motion was made by Matt Bruns to approve the International Pre-Trip to Greece and the Trip to France. The motion was seconded by Jenny Wiederholt-Pine. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

Future meetings were presented and discussed by Carrie Tate.

With no further business to discuss, a motion was made to adjourn the meeting by Jessica Dressely and seconded by Melissa Millner. A roll call vote was taken by Melissa Millner. The roll call vote was 7 ayes with the following board members voting aye: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek and Carrie Tate, 0 nays, motion carried unanimously.

The meeting was adjourned at 8:35 PM.

## Building Construction Fund Projects as of 8/31/2024

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold/Loeffler Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	Complete
Pinecrest Deferred Maintenance	968,000	602,279	602,279	62,183	248	303,290	Complete
Early Childhood Improvements (High School)	445,000	275,513	275,513	28,362	1,414	139,711	Complete
District Wide Camera Project	382,000	192,975	192,975	24,421	22,175	142,429	Complete
Tilden Deferred Maintenance & Roof	828,746	691,944	691,944	49,803	29,121	57,878	Complete
Board Room Renovations	93,359	-	-	-	63,193	30,166	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	20,549	31,766	Complete
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	Complete
Tilden Asbestos	18,400	-	-	-	-	18,400	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	-	9,005	18,795	Complete
Middle School Improvements	23,814,024	22,189,111	22,189,111	1,385,892	251,768	(12,747)	Complete
High School Retaining Wall	50,000	-	-	339	47,500	2,161	Complete
Middle School Privacy Improvements	324,300	263,071	263,071	15,522	1,261	44,446	Complete
High School Parking Lot Improvement - Phase 3	324,760	138,208	138,208	6,340	7,100	173,112	Complete
High School Lighting (split from HS Deferred Maintenance)	119,939	128,822	128,822	2,555	(11,439)	0	Complete
District Office Renovations	278,000	164,723	164,723	19,169	98,904	(4,796)	Complete
Middle School Storage Building	452,500	418,363	418,363	15,275	19,518	(657)	Complete
ALC Renovation	1,421,640	1,169,674	1,165,674	120,806	116,940	18,220	Complete
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	288,842	12,216	42,869	(7,197)	Complete
Middle School Track	404,750	341,273	341,273	40,196	17,334	5,947	Complete
Monument Signs	357,000	326,472	326,472	14,029	8,609	7,890	Complete
Board Room Renovations - Phase II	6,641	-	-	-	5,845	796	Complete
Water Coolers (Tilden & Middle School)	182,000	142,500	142,500	11,559	198	27,743	Complete
HHS Privacy Improvements	1,013,063	876,007	876,007	127,025	6,880	3,150	Complete
Middle School Partial Roof Replacement	717,200	747,255	747,255	45,778	6,376	(82,210)	Complete
Gymnastics	50,000	-	-	-	21,913	28,087	Complete
Tilden Preschool Classroom	90,000	60,660	60,660	5,877	678	22,785	Complete
Door & Glass Improvements Phase I	67,262	31,450	31,450	-	35,812	(0)	Complete
Safety & Security Improvements-Phase I	33,245	33,245	33,245	-	-	-	Complete
Middle School Media Center	160,000	-	-	-	92,157	67,843	Complete
Replace High School Carpet (Phase I&II)	537,629	376,700	376,700	43,234	117,695	0	Complete
High School Fire Alarm/Alert System Replacement	410,000	362,552	362,552	27,735	135	19,579	Complete
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	161,250	23,110	1,864	18,775	Complete
Kennedy Deferred Maintenance	662,576	599,554	599,554	19,106	6,951	36,965	Complete
Nature Preserve Gravel Parking Lot & Monument Sign	9,100	-	-	-	9,100	-	Complete
High School Student Entrance Bollards	5,000	-	-	-	5,000	-	Complete
Technology Improvements	2,529,625	-	-	-	2,529,625	-	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,731,222)	-	-	-	-	(9,731,222)	Reallocation
Interest Earnings	-	-	-	-	-	2,600,928	Interest Earnings
<b>Subtotal</b>	<b>45,927,166</b>	<b>40,810,874</b>	<b>40,806,874</b>	<b>3,100,370</b>	<b>4,343,166</b>	<b>277,684</b>	

*Remaining funds from complete projects are available for excess costs on other identified projects or reallocation for new projects.*

	A	B	C	D	E	A-C-D-E	
Door & Glass Improvements (Middle School split w/LTFM)	432,738	359,278	187,921	33,445		211,373	In Process
Replace High School Carpet (Phase III)	74,471					74,471	In Process
Safety & Security Improvements	576,468	424,152	396,384	67,707	16,847	95,530	In Process
Interior Locks Allowance-Door Hardware Upgrades	420,000	353,853	240,155	34,526	2,026	143,293	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	236,461	216,158	63,152	36,172	242	136,895	In Process
Grounds/Site Improvements	500,000	498,600	369,504	31,353	-	99,143	In Process
Middle School Pod Redesign	235,000	-	-	-	55,710	179,290	In Process
High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865	175,444	-	284	89,272	In Process
<b>Subtotal</b>	<b>2,740,138</b>	<b>2,082,906</b>	<b>1,432,560</b>	<b>203,202</b>	<b>75,109</b>	<b>1,029,267</b>	

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

	A	B	C	D	E	A-B-D-E	
	-	-	-	-	-	-	In Design
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

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	
Radio Replacement	100,000	-	-	-	-	100,000	Not Completed
Flexible Learning Furniture	600,000	-	-	-	547,987	52,013	Not Completed
<b>Subtotal</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>547,987</b>	<b>152,013</b>	

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

<b>Total</b>	<b>49,367,304</b>	<b>42,893,780</b>	<b>42,239,434</b>	<b>3,303,572</b>	<b>4,966,262</b>	<b>1,458,964</b>	
--------------	-------------------	-------------------	-------------------	------------------	------------------	------------------	--

Complete and In Process (does not include contingency)

52,569,367

Project Total

49,367,304

%

106%

Transfers from/(to) Contingency:

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

\$300,000 Additional to Safety & Security Improvements  
 \$202,000 Additional to Monument Signs  
 (\$52,000) from District Office Renovation  
 (\$96,000) from HS Privacy  
 (\$89,000) from MS Track  
 (\$235,000) from Storage Building  
 (\$160,000) from DW Fire Alarm/Alert System  
 (\$25,000) from HS Fire Alarm/Alert System  
 \$324,713 Safety & Security Improvements  
 \$120,000 Interior Locks Allowance (Middle School add)  
 \$629,625 Technology  
 \$ 50,000 Gymnastics  
 \$160,000 Middle School Media Center  
 \$ 90,000 Tilden Preschool Classroom  
 \$ 5,000 High School Student Entrance Bollards  
 \$ 50,000 Nature Preserve Gravel Parking Lot  
 \$ 17,000 High School Shower Valves  
 \$235,000 Middle School Pod Redesign  
 (\$85,900) from Nature Preserve Parking Lot & Monument Sign



# ISD 917 BOARD NOTES

SEPTEMBER 3, 2024 BOARD MEETING

The ISD 917 School Board met for a Work Session and Regular Meeting on September 3, 2024. School Board information and resources are available on our website at [https://www.isd917.org/about/school\\_board](https://www.isd917.org/about/school_board).

## WORK SESSION

### INTEGRITY

- Reviewed Resolution for Business Transactions
- Reviewed policies
  - Policy 404 - Employment Background Checks
  - Policy 406 - Public and Private Personnel Data
  - Policy 418 - Drug Free School Drug Free Workplace
  - Policy 419 - Commercial Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
  - Policy 427 - Workload Limits for Certain Special Education Teachers
  - Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person
  - Policy 532 - Use of Peace Officers and Crisis Teams
  - Policy 535 - Service Animals in School Buildings
  - Policy 709 - Student Transportation
- Update on Grants Management Policies, Statutes, Forms
- Review Health Associates Contract for 2024-2026
- Review Superintendent's Evaluation Summary
- Updates from Student Services
- Updates from Member Districts





# ISD 917 BOARD NOTES

SEPTEMBER 3, 2024 BOARD MEETING

## REGULAR BOARD MEETING

### COMMUNICATIONS

- Approved Consent Items:
  - 8/6/24 ISD 917 School Board Meeting minutes
  - Personnel Report:
    - New Hires:
      - Effective 8/20/24:
        - Mark Cabugnason, Special Education Teacher
        - Claire Nachtwey, Occupational Therapist
        - Pamela Rickers, School Social Worker
        - Catherine Suflita, Special Education Teacher
      - Effective 8/28/24:
        - Muna Adam, Education Support Professional
        - Sarah Anderson, Education Support Professional
        - Rachel Aster, Intervener Support Professional
        - Jody Bauer, Education Support Professional
        - Emily Booth, Education Support Professional
        - Niyana Davis, Education Support Professional
        - Mohamed Jama, Education Support Professional
        - Carleonanna Gordon, Education Support Professional
        - Marion Graham, Education Support Professional
        - Margret Gleghorn, Education Support Professional
        - Venkata Guntur, Education Support Professional
        - Hannah Lushanko, Education Support Professional
        - Peres Oyaro, Education Support Professional
        - Amy Opatz, Education Support Professional
        - Cha Vue, Education Support Professional
        - Abdirahman Yoni, Education Support Professional
    - Effective 9/3/24:
      - Marlin Murcia, Education Support Professional
  - Re-Hires:
    - Effective 8/26/24
      - Sarah Hernlem-Easley, Administrative Assistant II
    - Effective 8/28/24:
      - Joshua Kenow, Educational Support Professional
      - Zachary Dobmeyer, Educational Support Professional
      - Meredith Fancher-White, Educational Support Professional



# ISD 917 BOARD NOTES

SEPTEMBER 3, 2024 BOARD MEETING

- Change in Status:
  - Effective 8/8/24
    - Marci Levy-Maguire, Communications, Innovation, & Public Relations Coordinator to Director of Communications & Strategic Partnerships
  - Effective 8/20/24
    - Rebecca Hennessey, Teacher to Education Support Professional
    - Emma Karnes, Education Support Professional to Teacher
  - Effective 8/28/24
    - Lori Wilson, Teacher to Education Support Professional
  - Effective 8/29/24
    - Michelle Dodge, Interpreter to Lead Interpreter
    - Katherine Filas, Interpreter to Float Interpreter
    - Megan Dietrich, Interpreter to Float Interpreter
- Leaves of Absence:
  - None
- Resignations & Terminations:
  - Effective 7/31/24:
    - Robin Maupin, Education Support Professional
  - Effective 8/15/24:
    - Jacob Donaldson, Education Support Professional
    - Perkin Travis, Education Support Professional
  - Effective 8/16/24:
    - Lacy Fischer, Teacher
  - Effective 8/20/24:
    - Francesca Collignon, Teacher
    - Jessica Uehling, Education Support Professional
  - Effective 8/27/24:
    - Ramla Hussein, Education Support Professional
- Retirements:
  - Effective 8/27/24:
    - Lynette Spurgin, Education Support Professional
  - Effective 6/13/25:
    - Beverly Bauer, Education Support Professional





# ISD 917 BOARD NOTES

SEPTEMBER 3, 2024 BOARD MEETING

## STEWARDSHIP

- Approved bills
- Approved wire transfers
- Approved investment reports

## COLLABORATION

- Approved Resolution for Director of Finance
- Approved Health Associates Contract Changes

## STEWARDSHIP

- Approved policies
  - Policy 427 - Workload Limits for Certain Special Education Teachers
- Approved Superintendent's Evaluation Summary for 2024



September 2024

Volume 21

Number 11

## Empowering Future Educators

### September 27, 2024 Executive/Legislative Committee Meeting

7:30 a.m. - 9 a.m.

Anderson Center  
Bethel University  
Arden Hills

### October 4, 2024 Board of Directors Meeting

7 a.m. - 9 a.m.

Quora Education Center  
NE Metro 916  
Little Canada

### October 25, 2024 Executive/Legislative Committee Meeting

7:30 a.m. - 9 a.m.

Anderson Center  
Bethel University  
Arden Hills

### November 1, 2024 Board of Directors Meeting

7 a.m. - 9 a.m.

Quora Education Center  
NE Metro 916  
Little Canada

In a groundbreaking initiative, four Intermediate School Districts in Minnesota — 287, 288, 916 and 917 — are leading a transformative effort alongside Minnesota State University, Mankato to pioneer the state's inaugural Registered Teacher Apprenticeship Program. This collaborative endeavor, under the umbrella of the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC), marks a pivotal moment in addressing Minnesota's critical staffing needs within special education.



From left, Intermediate District 288 Supt. Dr. Jeff Horton, Intermediate District 916 Supt. Dr. Val Rae Boe, Intermediate District 287 Supt. Marcy Doud, and Intermediate District 917 Supt. Dr. Michael Favor address the inaugural cohort of apprentices and journeyworkers in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC), Minnesota's first registered teacher apprenticeship program, in Edina on Thursday, Aug. 22, 2024.

*Continued on page 2*

Twelve AMSD member school districts have important referendum questions on the ballot this fall. In addition, many AMSD member districts have school board elections. The [AMSD Election Guide](#) provides a comprehensive overview of education funding and explains why referendum revenue continues to be a key funding stream for school districts. The guide also provides sample questions to ask legislative candidates and links to see what's on your ballot and find information on the Minnesota Secretary of State's website about how to vote early by mail or in person. Please share the Election Guide with your colleagues and community members and encourage them to get engaged in the electoral process. Thank you for your leadership!

**From the AMSD Chair, Laura Oksnevad, St. Anthony-New Brighton Board Member**

# The Impact of Minnesota's First Registered Teacher Apprenticeship Program

*Continued from page 1*

"We are grateful for the collaboration between the Department of Labor and Industry, the MN Department of Education, and the four Minnesota Intermediate School Districts to provide the first Registered Teacher Apprenticeship Program in Minnesota," said Marcy Doud, Intermediate District 287 Superintendent. "Together, we look forward to developing exceptional special education teachers for our students and families."

This program, which started in June 2024, targets Educational Support Professionals, providing them with Related Technical Instruction from Minnesota State University, Mankato and job-embedded learning under the mentorship of their district's experienced teachers known as Journeyworkers. This approach not only fulfills licensure requirements for Emotional-Behavioral Disorders (EBD) and Autism Spectrum Disorders (ASD) but also aligns with the [2023 Standards of Effective Practice](#)— a crucial step toward improving educational outcomes. "Northeast Metro 916 is proud to be part of this groundbreaking Apprenticeship Program collaboration. This innovative initiative will assist in developing a highly skilled workforce for our setting IV special education programs and deliver significant and positive outcomes for our students," said Dr. Val Rae Boe, Intermediate District 916 Superintendent.

"This program will help by being a better fit into my everyday life. Being able to have the coursework built into the work we do with the students will help lessen the stress the typical school work puts on working adults," said an Intermediate School District 287 apprentice.

The Registered Teacher Apprenticeship Program, partly funded by the Special Education Pipeline grant and the One-Time Intermediate Apprenticeship funding from the last legislative session, addresses several key challenges facing Minnesota's education system today:

- Recruitment and Retention - By offering a structured pathway into teaching, the program helps fill critical vacancies in special education. This is particularly crucial as teacher shortages persist across the state.
- Diversity in the Workforce - Through targeted recruitment and support, the program aims to diversify the educator workforce, ensuring that classrooms reflect the communities they serve.
- Removing Barriers - The apprenticeship program aims to eliminate financial and systemic obstacles, thus expanding opportunities for individuals who previously considered teaching beyond their reach.
- Meeting Educational Standards - aligning the [2023 Standards of Effective Practice](#) ensures that apprentices graduate fully prepared to meet the needs of diverse learners from day one.



*The inaugural cohort of apprentices in Minnesota's first registered teacher apprenticeship program.*

"Minnesota State University, Mankato is honored to engage in this unique and transformative Apprenticeship partnership. We have collaborated to create this theory to immediate practice Special Education degree and licensure program that is going to have a positive impact for and with students up to 22 years old," said Teri Preisler, Acting Director of the Center for Educator Partnerships and Student Support for the MSU-Mankato College of Education.

*Continued on page 3*

# Addressing the Complexities of Special Education

Continued from page 2

The collaboration between the four intermediate school districts, Minnesota State University, Mankato, and state agencies demonstrates a commitment to innovative education practices. By nurturing local talent and investing in their professional development, the program not only strengthens individual career paths but also enhances educational outcomes for students with special needs.



*An apprentice writes down how they want their apprenticeship to reflect teamwork, one of the Elevate Teaching characteristics.*

"I believe this program is important because it helps paras move into a more stable role for the students. Also helps teachers learn new ways of thinking and implementing their ideals in a safe learning environment," said a Intermediate School District 288 apprentice.

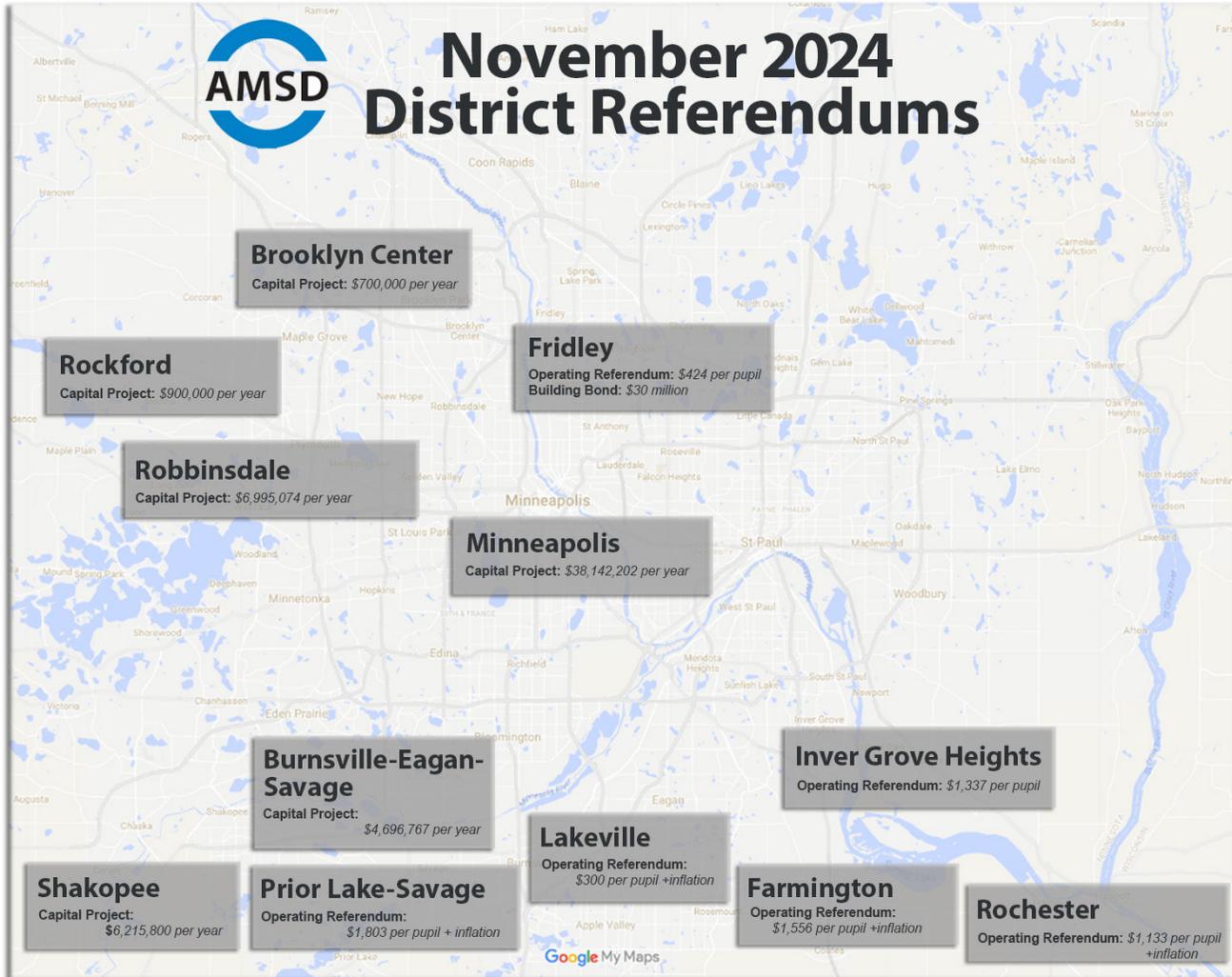
The program is sponsored by [BrightWorks](#).

"We are excited and honored to serve in the Sponsorship role for the first Teacher Apprenticeship program in the state of Minnesota," said Gina Boots, BrightWorks spokesperson. "Educational Service Agencies (ESAs) have a proven record of implementing state-wide initiatives on behalf of the districts we serve. We are fully committed to ensuring a successful implementation of ITRAC, as well as continued development on making this a sustainable model that can be a viable option across the state."

The ITRAC Registered Teacher Apprenticeship Program represents a significant step forward in addressing the complexities of special education. Learn more about each of the intermediate school districts by visiting the [Intermediate District 287](#), [Intermediate District 288](#), [Intermediate District 916](#), and [Intermediate District 917](#) websites.

*This month's member feature was submitted by staff from Intermediate District 287, Intermediate District 288, Intermediate District 916, and Intermediate District 917.*

# Twelve AMSD Districts on the November Ballot with Referendums



Twelve AMSD school districts will have 13 referendum questions on the ballot on Nov. 5 — a significant number that speaks to the financial challenges Minnesota school districts face even after the funding increases approved in the 2023 legislative session.

This year’s ballot questions include operating referendum requests, capital project levy renewals or increases, and a bond question. [A chart on the AMSD website](#) outlines the AMSD member district referendum questions and includes a link to the school district website where detailed information about the referendum questions can be found. Voters are encouraged to contact their local school officials if they have questions about their school district’s referendum.

## Why referendums are necessary

While the education bill approved in the 2023 legislative session provided a significant overall funding increase and made important progress toward reducing funding shortfalls in the special education and English learner programs, education funding in Minnesota continues to be a State and local partnership.

The most important source of financial support for school districts comes through the General Education Program. There are several components to the General Education Program with the vast

Continued on page 5

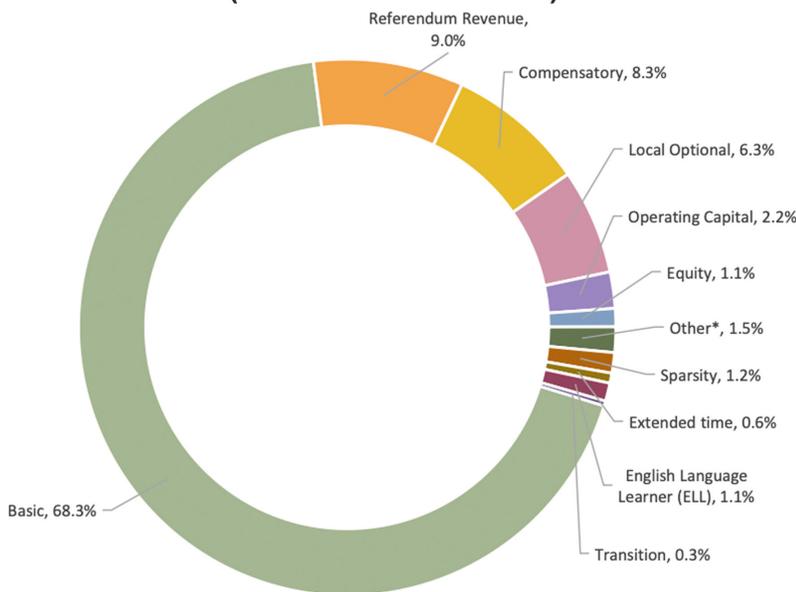
# Referendums Provide Critical Resources for Schools

Continued from page 4

majority provided by basic revenue — often referred to as the basic formula. Basic revenue accounts for about 70 percent of general education revenue and is used to pay for employee salaries and benefits, supply costs and other operational costs. While overall education revenue has exceeded inflation since 2003, the basic formula has lagged far behind the rate of inflation. In fact, the basic formula would be \$1,364 per pupil higher today if it has kept pace with inflation since 2003.

The federal government provides a modest share of education funding, and the remaining comes from local property taxes. As illustrated in the graph below, two key local levies, voter approved referendum revenue (9 percent) and local optional revenue (6.3 percent), provide nearly 16 percent of general education revenue. Local optional revenue, like the basic formula, has lost considerable ground to inflation since it went into effect in 2014. If it had simply kept pace with inflation since 2014, it would be \$182 per pupil higher today.

### FY2024 General Education Program Components (2023-24 School Year)



\*Other includes Declining Enrollment, Small Schools, Gifted & Talented, PSEO, and various other Adjustments.

Source: Minnesota House of Representatives Fiscal Analysis Department, November 2023

A large share of the overall state funding increase provided in 2023 was targeted to specific programs such as universal meals, the READ Act, summer unemployment insurance, professional development, and specific job classifications.

The result is that even with the funding increases approved the last two legislative sessions, districts are struggling to cover inflationary costs and contract settlements with employee groups.

Six of the AMSD districts going to voters this fall are seeking Capital Projects referendums, which are most commonly used to ensure safe and secure school buildings and to provide the technology students need to succeed in our

digital economy. The State does not provide a dedicated funding stream for technology, leaving school districts dependent on local capital project levies.

Major building projects are also funded primarily at the local level. The State provides limited funding for deferred maintenance and equipment purchases but new construction, additions to existing buildings, and major renovations are generally financed by the sale of bonds following the approval of a bond referendum by the voters.

By law each district going out for referendums of any type are required to provide detailed information about the referendums and projects, as well as provide an estimate of costs and the impact on homeowners in the district. The ballot language for the 2024 election is available on the [MN Secretary of State's website](#). Voters can access their sample ballots by entering their address and zip code. Voters are also encouraged to visit their school district website for more specific details and information about their proposed referendums.

## Community Collaboration Committee

Community meeting: 9/17/2024 at 6:00 p.m. at High School Lecture Hall

Committee Members Present:

- Chair: Director Jenny Wiederholt-Pine
- Director Philip Biermaier

Staff Presenting:

- Director of Facilities and Safety Scott Stockdale
- Principals: Doran, Moore, Tavernier, Wynn, Bakker, Latch, Esterby

Meeting Minutes:

Round table topics for September 17, 2024:

- Student Safety – Scott Stockdale
  - Water
  - Middle School remodel project
  - Behavior policy
- Engage Learners - New cell phone policy – All Principals
  - State mandate
  - Timeline
  - Effective date
  - Research from toolkit
- Future topics / feedback
  - Strategic Plan
  - Student Surveys Policy 520
  - Survey Results
- Future meeting dates – Lecture Hall at High School at 6:00 p.m. – 8:00 p.m.
  - January 22, 2025
  - April 17, 2025



BRIDGE TO SUCCESS

# Hastings Public Schools

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

## Native American Parent Advisory Council: Summary of September 6, 2024, Meeting

### I. Attendance

A. Joined by Betsy Blackhawk: Office of American Indian Education (OAIE)

### II. Updates from OAIE

A. Working hard to update all documentation on their website

1. Adding pieces to guidance, including allowable expenses
2. Changed the budget sheet to make completion and processing easier
3. Created a carryforward request form to allow for money from the previous FY into the next, with stipulations
  - a) Can be up to 50% of previous FY funds
  - b) District must be deemed concurrent
  - c) Tied to measurable goals
  - d) Due April 1
4. Updated District and AIPAC timelines: *What should we be working towards and when?*
5. New due dates to appeal MARSS numbers to aid in October child counts
6. Student numbers due June 1
7. OAIE is going to ask for applications right before school ends for grants
8. Aid application was updated
9. Created an American Indian Education Program Rubric to help districts and AIPACs set measurable goals

B. OAIE has new personnel and is hiring

C. Indigenous Education for All (IEFA)

1. Indigenous Education for All Responsibility Matrix to inform practice
2. Two new staff working in specialists roles to support IEFA
3. Goal is to close the achievement gap

D. Open meeting times with OAIE

1. Betsy Blackhawk

- 
2. In a Microsoft Teams virtual platform
  3. Monday (2:30 - 3:30 pm)
  4. Wednesday (2:30 - 3:30 pm)
  5. Friday (7:30 - 8:30 am)

### III. District Updates

#### A. Alyssa Cherry: Full-Time Liaison

1. Plans have been developed for Indigenous Peoples' Day and are extensive
  - a) Goals: One event per school to expose all district students to Indigenous culture through education.
2. College Visits
  - a) University of Minnesota - Twin Cities
    - (1) American Indian Visit Day
    - (2) Oct. 11, 2024
  - b) Native American College Fair
    - (1) October 21, 2024
    - (2) Minnesota History Center
3. Native Family Night
  - a) Suggesting once monthly Native Family Night open to all Native students and their families.
4. Native Clubs
  - a) High School: Twice monthly meetings
  - b) Middle School: Twice monthly meetings
  - c) Elementary Schools: Twice monthly meetings
5. Individual Student Engagement
  - a) Tuesdays: High School individual meetings
  - b) Wednesdays: High School in morning, elementary school in afternoon
  - c) Thursdays: Middle School
  - d) Fridays: Two elementary schools
6. Upcoming Costs
  - a) Flags
    - (1) One of each tribal flag of the 12 Minnesota tribes:
    - (2) \$1,079.88
  - b) Lunch for Students at Native American College Fair

- 
- (1) Estimated to be 33 people
  - (2) Estimated cost: \$660-700
  - c) Beadwork/Cultural Supplies
    - (1) Develop a cultural craft cart/station at each school.
    - (2) Budget suggestion: \$5000
      - (a) Negotiable
      - (b) NAPAC directed

#### B. Committee Updates

- 1. Election for Vice Chair pushed to October 3
- 2. AIEA Budget and Plan due **Nov 30, 2024**
  - a) \$75,000 for 2024-25
  - b) Andrew to work with Jen S. and present updates monthly
- 3. Date for other major events?
  - a) Winter Storytelling/Family Event
  - b) Graduate Honoring Ceremony

#### IV. Upcoming Dates

##### A. Next NAPAC Meetings

- 1. Thursday, October 3, 2024: Location HMS Media Center
- 2. Thursday, November 7, 2024: Location Pleasant Hill Library

##### B. NAPAC Fall Family Night

- 1. October 8, 2024
- 2. 6 PM
- 3. Pleasant Hill Library
- 4. Nashke Games
- 5. Food Truck

##### C. Indigenous Peoples' Day

- 1. October 14, 2024
- 2. Event at Pleasant Hill Library

##### D. Tribal Consultation with TNEC

- 1. Week of October 21-25, 2024

##### E. Winter Storytelling/Family Event

- 1. Tentatively: February 12, 2025

- 
2. Hastings Middle School Auditorium and Lobby
- F. Graduate Honoring Ceremony
1. May 6, 2025
  2. Hastings High School Commons



BRIDGE TO SUCCESS

# Hastings Public Schools

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

## 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

September 6, 2024 & September 20, 2024

## September 2024 Summary

[Review Cycle Tracker](#)

## Committee Summary

The policy committee reviewed 4 policies that will be detailed in the first readings that follow. Policy 520 Student Surveys will be brought to the November work session. The committee will follow the timeline to have a new Cell Phone Policy by March 15, 2024.

Next Policy Committee Meeting: October 4, 2024 at 10am

## 1st Readings

### **514 Bullying Prohibition Policy**

- Committee Discussion:
  - Section I: removed “*human*”
  - Section III(B): added “*Civil Discourse*” definition
  - Section III(F): removed “*learning*”
  - Section VII(A): aligned to MSBA’s model policy
  - Section VII(E): made revisions to the language to provide clarity and removed 1-6
  - Section VIII (A)-(F): aligned to MSBA’s model policy
  - Updated legal & cross references
    - Committee Recommendation: ***1st Reading***

### **526 Hazing Prohibition**

- Committee Discussion: This policy was last revised/reviewed in 2006, all revisions were made to align with MSBA model policy
  - Committee Recommendation: ***1st Reading***

### **531 The Pledge of Allegiance**

- Committee Discussion: Updated the review date, no other changes were made
  - Committee Recommendation: ***1st Reading***

### **909 Memorials and Memorial Activities for Students and Staff**

- Committee Discussion: This is a new policy that was recommended by administration. There is no MSBA model policy. The language in this policy was modeled after Pine Island’s policy.
  - Committee Recommendation: ***1st Reading***

---

### **503.1 Student Attendance**

- Committee Discussion: this is an administrative procedure, the administration is recommending that we sunset this procedure.
  - Committee Recommendation: *Sunset of procedure*

### **September 25, 2024 Board Meeting**

#### **Ist Readings:**

514 Bullying Prohibition Policy

526 Hazing Prohibition

531 The Pledge of Allegiance

909 Memorials and Memorial Activities for Students and Staff

#### **2nd readings:**

516 Student Medication

516.5 Overdose Medication

#### **Consent Agenda:**

- 3rd Reading/ Action
  - 615 Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodations, and LEP Students
- Sunset/Action
  - 503.1 Student Attendance



## 514 BULLYING PROHIBITION POLICY

### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy ~~human~~ relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on school premises, on school district property, at school functions or activities, or on school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on school transportation, or on the school computers, networks, forums, and mailing lists; or
  3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co-curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another

student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See ISD 200 Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally-appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Civil Discourse" refers to respectful conversation and constructive communications where individuals have different perspectives.

- C. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on social media or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- D. “Immediately” means as soon as possible but in no event longer than 24 hours.
- E. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- F. “Malicious and sadistic conduct” means creating a hostile ~~learning~~ environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- G. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or

school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- H. “Prohibited conduct” means bullying or cyberbullying , malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- I. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

~~“Student” means a student enrolled in a public school.~~

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (ISD 200 Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

- A. ~~Consistent with its applicable policies and practices~~, the school district ~~must shall~~ discuss this policy with students, school personnel and volunteers and provide appropriate training ~~for all to school district personnel to prevent, identify, and respond to prohibited conduct regarding this policy~~. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources

available to targets or victims of bullying.

- E. The administration ~~will is encouraged to~~ provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct. ~~;~~ ~~This will include appropriate measures that teach the~~ value of diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based ~~methodssocial-emotional learning~~ to prevent and reduce discrimination and other improper conduct.

The administration ~~willis encouraged~~ ~~engage in practices to create a safe and supportive school environment.~~, to the extent practicable, to take such actions as it ~~may deem appropriate to accomplish the following:~~ ¶

- ~~1. Engage all students in creating a safe and supportive school environment;~~ ¶
- ~~2. Partner with parents and other community members to develop and implement prevention and intervention programs;~~ ¶
- ~~3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;~~ ¶
- ~~4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;~~ ¶
- ~~5. Teach students to advocate for themselves and others;~~ ¶
- ~~6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct, and~~ ¶

~~Foster student collaborations that, in turn, foster a safe and supportive school climate.~~

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See ISD 200 Policy 515) in the student handbook.

## VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. ~~Article II, paragraph D, regarding malicious and sadistic conduct~~ ~~This policy~~ must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. ~~This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.~~
- D. This policy must be distributed to each school district or school employee and independent contractor, ~~if the contractor regularly interacts with students, at the time of employment with the district or the school. at the time of hiring or~~ ~~contracting.~~
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (ISD 200 Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website, ~~consistent with the district policies and practices.~~  
~~Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.~~
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes section 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:**

*Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*  
*Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)*  
*Minn. Stat. § 120B.232 (Character Development Education)*  
*Minn. Stat. § 121A.03 (Model Policy)*  
*Minn. Stat. § 121A.031 (School Student Bullying Policy)*  
~~*Minn. Stat. § 121A.032 (Malicious and Sadistic Conduct)*~~  
*Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)*  
*Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)*  
*Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)*  
*Minn. Stat. § 121A.69 (Hazing Policy)*  
*Minn. Stat. Ch. 124E (Charter Schools)*  
*Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*  
*20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act) 34*  
*C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)*

**Cross References:**

*ISD 200 Policy 413 (Harassment and Violence)*  
*ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)*  
*ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)*  
*ISD 200 Policy 423 (Employee-Student Relationships)*  
*ISD 200 Policy 501 (School Weapons Policy) ISD 200 Policy 506 (Student Discipline)*  
*ISD 200 Policy 507 (Corporal Punishment and Prone Restraint)*  
*ISD 200 Policy 515 (Protection and Privacy of Pupil Records)*  
*ISD 200 Policy 521 (Student Disability Nondiscrimination)*  
*ISD 200 Policy 522 (Title IX Sex Nondiscrimination Policy)*  
*ISD 200 Policy 524 (Internet Acceptable Use and Safety Policy)*  
*ISD 200 Policy 526 (Hazing Prohibition)*  
*ISD 200 Policy 529 (Staff Notification of Violent Behavior by Students)*  
*ISD 200 Policy 709 (Student Transportation Safety Policy)*  
*ISD 200 Policy 712 (Video Surveillance Other Than on Buses)*

*Policy Reviewed:* ~~09/20/2024~~ ~~02-08-2022~~  
*Policy Adopted:* 07.28.2021  
*Policy Revised:* 07.27.2023



## 526 HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation. ~~This policy applies to behavior that occurs on or off school property and during and after~~

~~school hours.~~

- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from

school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable

efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action. ~~The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.~~

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment. ~~Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.~~
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation. ~~Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.~~
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school

district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

~~Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.¶¶~~

~~The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.¶¶~~

~~Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.~~

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good

faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

~~The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the ~~district~~~~each school~~'s student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** *Minn. Stat. § 121A.031 (School Student Bullying Policy)*  
*Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)*  
*Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)*  
*Minn. Stat. § 121A.69 (Hazing Policy)*  
~~*Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)*~~

**Cross References:** ~~*MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*~~  
*ISD 200 Policy 413 (Harassment and Violence)*  
*ISD 200 Policy 506 (Student Discipline)*  
*ISD 200 Policy 514 (Bullying Prohibition Policy)*  
~~*MSBA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])*~~

*Reviewed: 09.06.2024*

*Adopted: 11.04.1997*

*Revised: 10.25.2006*



## **531 THE PLEDGE OF ALLEGIANCE**

### **I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

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

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### **III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. (Note: This statement is to be placed in student handbooks.)

### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**Legal References:** Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

**Cross References:** None

*Reviewed:* 09.06.2024

*Revised:* 10.25.2006

*Adopted:* 10.05.2004



## **909 MEMORIALS AND MEMORIAL ACTIVITIES FOR STUDENTS AND STAFF**

### **I. PURPOSE**

The purpose of this policy is to establish the criteria and procedures for memorials and memorial activities for students and staff. Hastings Public Schools recognizes that the loss of a student or staff member deeply impacts students, staff, and families.

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

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorials and memorial activities expressed at school need to be coordinated and approved through the crisis support team, as well as the principal or their designee and in consultation with the superintendent or their designee. The crisis support team will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. School district funds and district student activity accounts cannot be used to support, finance, or fundraise for memorials or memorial activities. It is further recognized that the principal or their designee shall have a certain amount of discretion in these situations to make professional judgments, in consultation with the superintendent, to best meet the overall needs of students, staff, parents and the community.

### **III. DEFINITIONS**

- A. “Memorials” means an object to remember an event or deceased person(s).
- B. “Memorial Activities” means activities to remember an event or deceased person(s).
- C. “Permanent Memorials” means a memorial intended to be sustained over time.
- D. “Crisis Support Team” means a designated group of trained professionals as assigned by the principal, providing grief services following a death of a student or staff member.

### **IV. RECOMMENDED MEMORIAL PROCEDURES**

Memorial decisions made immediately after a death may be made without full consideration of the potential implications for all involved. The following guidelines are offered to assist the Crisis Support Team and administration when making such decisions.

### **V. RECOMMENDED MEMORIAL ACTIVITIES**

#### **A. Permanent Memorials and Donations**

The Hastings Public Schools Board of Education has designated a memorial board for all

donations and to serve as a permanent memorial. Dollars donated in excess of the cost of the memorial plaque will be used as a scholarship in coordination with the family.

B. Temporary Memorials

It is recommended that temporary memorials, as approved by the crisis support team and the building principal, be displayed within the school building or on school grounds until one week after the death, at which time they will be given to the family by the school principal. Temporary memorials may include banners, pictures, student desk displays, etc.

C. Memorial Activities

A memorial activity may be held in the name of the deceased student or staff member. The event may be sponsored by a class, club, or activity in which the deceased student or staff member participated; such events may not be held during the school day. Notice of a memorial activity should occur outside of the school day. It is recommended that the memorial activity utilize community partners such as employers and faith communities and be approved by the principal, superintendent or their designee.

D. Graduation Recognition

It is recommended that one symbol representing deceased members of a graduation class, such as a plant or bouquet of flowers, may be present on the stage. It is also recommended that the name of a deceased student or students be read at the beginning of the commencement process. The superintendent is the final authority for all additional high school graduation decisions.

E. Moment of Silence

A “moment of silence” may be used following the death of a student or staff member. School-wide moments of silence should occur within two school days following notification of the death. Moments of silence are also approved for use at ISD #200 Board of Education meetings, co-curricular events, and community-based events should occur as near the date of the death of the student or staff member as possible.

F. Other Notes

It is recommended that existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and or finances may only be used to maintain current memorials as part of the regular maintenance processes and or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

G. Family Communication

It is recommended that the superintendent, principal, or their designee communicate as appropriate with the family of the deceased in applying the policy and procedure.

**VI. NOT RECOMMENDED MEMORIAL ACTIVITIES**

A. Fundraising

It is recommended that selling and or fundraising of memorial items occur outside of the school day. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from co-curricular events or contests cannot be donated to agencies for memorialization.

B. Memorial Services at School

It is recommended that school district facilities not be used for formal memorial services. However, the superintendent has the discretion to consider approving community-based memorial events that utilize district facilities.

C. Anniversary Dates

It is recommended that formal, school-wide recognition of anniversary dates only occur with approval from the superintendent. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff should not provide anniversary monitoring.

***Legal References:***     None

***Cross References:***   None

*Policy Reviewed:*       09.20.2024

*Policy Adopted:*

*Policy Revised:*       00.00.2024



## 516 STUDENT MEDICATION AND TELEHEALTH

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school. ~~The purpose of this policy is to set forth the provisions that must be followed when administering medications to students.~~

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

~~The Hastings school district acknowledges that some students may require medication, or telehealth during the school day. Medications that can be administered to the student appropriately before or after school will be the responsibility of the parent(s) or guardian. Medications must be Federal Drug Administration (FDA) approved, no dietary or herbal supplements will be administered. School Nursing staff or RN delegated school personnel will administer medications in accordance with law and school district procedures.~~

### III. DRUG AND MEDICATION REQUIREMENTS

#### A. Administration of Drugs and Medicine ~~CONSENT TO GIVE MEDICATIONS~~

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to

Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

### 3. Exclusion

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  1. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
  2. the inhaler is properly labeled for that student; and
  3. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school

setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
  - 1. the pupil may possess the epinephrine or
  - 2. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

~~Prescription medication can only be administered according to the written order of a licensed prescriber (MS 151.01 subd 23) and written authorization of a parent or guardian. Over-the-counter medication needs written authorization of a parent or guardian. If more than 10 doses of an over-the-counter medication are required in a school year, a licensed prescriber's signature is necessary in addition to parent signature.¶¶~~

~~Appropriate written authorization must be completed each school year and/or when a change in the prescription or requirements for administration occurs.¶¶~~

~~The school must be notified immediately by the parent of any changes in the student's medication. A new container with the new pharmacy/physician instructions shall be required within two days of the change.~~

#### B. Prescription Medication ~~MEDICATION CONTAINERS~~

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include

any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.

2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

~~Prescription medications must be brought to school in an original pharmacy labeled container that includes the student's name, medication name, dosage, route of~~

~~administration, and time(s) to be given. (Parent should ask the pharmacist to divide the prescription into two bottles, one for school and one for home). Nonprescription medication must come to school in the original container.~~

C. Nonprescription Medication ~~STORAGE AND TRANSPORTATION OF MEDICATION~~

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

~~All medications are to be stored in locked cabinets in the health office unless noted in a written agreement between school district, parent, and physician, i.e. Action Plans or Individual Health Plans (IHP).~~

~~Controlled substances must always be kept in a locked cabinet in the health office and shall not be self-administered.~~

D. Possession and Use of Epinephrine Auto-Injectors ~~DOCUMENTATION OF MEDICATION~~

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine

auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

~~A record of the administration of the medication at school shall be kept. School Nursing staff or designated person shall be responsible for the filing of the permission forms in the health folder portion of the student record.¶¶~~

~~Whenever a controlled substance is brought to school, the amount of the medication will be counted and documented in the student's health record by School Nursing staff.¶¶~~

#### ~~NARCAN~~

~~The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.¶¶~~

4. ~~Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."¶¶~~
5. ~~In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.¶¶~~
6. ~~The District will obtain a standing order for Narcan (naloxone) by a licensed medical~~

~~prescriber and update as needed.¶¶~~

~~7. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.¶¶~~

~~8. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.¶¶~~

#### **G. EPINEPHRINE¶¶**

~~The District will obtain and possess Epinephrine to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an anaphylactic reaction. ¶¶~~

~~1. Minnesota Statute (604A.01) “Good Samaritan Law” allows a person at the scene of an emergency who knows that another person is exposed to or has suffered grave physical harm shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the exposed person. Reasonable assistance may include obtaining or attempting to obtain aid from law enforcement or medical personnel. ¶¶~~

~~2. The individual who is seeking assistance and the individual who is experiencing an anaphylactic reaction have a limited immunity from prosecution.¶¶~~

~~3. The District will obtain a standing order for Epinephrine by a licensed medical prescriber and update as needed.¶¶~~

~~4. Stock Epinephrine will be clearly labeled and stored in a secured location that is accessible by trained staff.¶¶~~

~~5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.¶¶~~

#### **IV. SPECIFIC EXCEPTIONS¶¶**

~~A. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.¶¶~~

~~B. Drugs or medicine provided by a public health agency to prevent or control an illness or disease outbreak are not governed by this policy.¶¶~~

~~C. Medications that are used in connection with activities that occur before or after the regular school day (including athletics or extracurricular activities) are not governed by this policy.¶¶~~

#### ~~D. SELF-CARRY INHALER¶¶~~

~~Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an inhaler if:¶¶~~

- ~~1. the school district has received a written authorization from a licensed prescriber and parent permitting the student to self-administer the medication;¶¶~~
- ~~2. the inhaler is properly labeled for that student; and¶¶~~
- ~~3. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The parent must submit written verification from the licensed prescriber which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.¶¶~~

~~School Nursing staff must assess the student's knowledge and skills to safely possess and use an inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of inhalers.¶¶~~

~~If the parent, licensed prescriber or School Nursing staff determine the student is unable to possess the inhaler, the student will have immediate access to the inhaler which will be kept in the health office.¶¶~~

~~Each school year the parent, School Nursing staff, and the licensed prescriber must develop and implement an individualized written health plan for a student who is prescribed inhalers for use during the school day. The plan must designate the School Nursing staff or RN delegated school personnel responsible for implementing the student's health plan, including recognizing asthma exacerbation and administering inhalers when required, consistent with state law.¶¶~~

#### ~~E. SELF-CARRY NON-PRESCRIPTION MEDICATION¶¶~~

~~Prescription medications are not to be carried by the student. A secondary student may possess and use nonprescription pain relief medication in a manner consistent with the labeling, if the school district has received written authorization from the student's parent permitting the student to self-administer the medication. The parent must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.¶¶~~

## ~~F. SELF CARRY NON-SYRINGE INJECTORS OF EPINEPHRINE~~

~~Non-syringe injectors of epinephrine that are prescribed for anaphylactic reactions can be self-administered or carried by a student if:~~

- ~~1. the school district has received a written authorization from a licensed prescriber and the parent permitting the student to self-administer/carry the medication;~~
- ~~2. the non-syringe injector of epinephrine is properly labeled for that student, and~~
- ~~3. the parent has not requested school personnel to administer the medication to the student.~~

~~The parent must submit written authorization for the student to self-administer/carry the medication each school year. The parent must submit written verification from the licensed prescriber which documents that an assessment of the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting has been completed.~~

~~School Nursing staff must assess the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting and enter into the student's school health record a plan to implement safe possession and use of non-syringe injectors of epinephrine.~~

~~If the parent, licensed prescriber or School Nursing staff determine the student is unable to possess the epinephrine, the student will have immediate access to non-syringe injectors of epinephrine which will be kept in the health office.~~

~~Each school year the parent, School Nursing staff, and the licensed prescriber must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine. The plan must designate the School Nursing staff and/or RN delegated school personnel responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.~~

- ~~G. The school district reserves the right to not administer any medication that is not recommended or whose dosage exceeds recommended levels as noted in designated drug reference resource.~~

## **V. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students

receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**Legal References:** *Minn. Stat. § 13.32 (Educational Data)*  
*Minn. Stat. § 121A.21 (School Health Services)*  
*Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)*  
*Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)*  
*Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)*  
*Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)*  
*Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)*  
*Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)*  
*Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)*  
*Minn. Stat. § 148.171 (Definitions; Title)*  
*Minn. Stat. § 151.212 (Label of Prescription Drug Containers)*  
*Minn. Stat. § 152.01 (Definitions)*  
*Minn. Stat. § 152.22 (Definitions)*  
*Minn. Stat. § 152.23 (Limitations)*  
*Minn. Rule 8710.6100 (School Nurse)*  
*20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Act)*  
*29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)*

~~*Minn. Stat. § 120A.00 (Admission to Public School)¶¶*~~

~~*Minn. Stat. § 120A.22 (Compulsory Instruction)¶¶*~~

~~*Minn. Stat. § 120B.12 (Read Act Goal and Interventions)¶¶*~~

~~*Minn. Stat. § 123B.02 (General Powers of Independent School Districts)¶¶*~~

~~*Minn. Stat. § 123B.09 (Boards of Independent School Districts)¶¶*~~

~~*Minn. Stat. § 123B.88 (Independent School Districts; Transportation)¶¶*~~

~~Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)~~¶

~~Minn. Rules Chapter 3501 (Graduation Standards)~~¶

**Cross References:** *ISD 200 Policy 418 (Drug-Free Workplace/Drug-Free School)*

~~ISD 200 Policy 603 (Curriculum Development)~~¶

~~ISD 200 Policy 604 (Instructional Curriculum)~~¶

~~ISD 200 Policy 605 (Alternative Programs)~~¶

~~ISD 200 Policy 707 (Transportation of Public School Students)~~¶

*Policy Reviewed:* 08.08.2024

*Policy Adopted :* 07.31.2024

*Policy Revised :* 07.01.2024



## 516.5 OVERDOSE MEDICATION

### I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>1</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

### II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies.

---

<sup>1</sup> Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”

The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol

or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
  - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

B. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone

Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

C. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

**V. NALOXONE STORAGE**

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

**VI. Privacy Protections**

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** *Minn. Stat. § 13.32 (Educational Data)*  
*Minn. Stat. § 13.43 (Personnel Data)*  
*Minn. Stat. § 13.37 (General Nonpublic Data)*  
*Minn. Stat. § 121A.21 (School Health Services)*

*Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)*  
*Minn. Stat. § 144.344 (Emergency Treatment)*  
*Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)*  
*Minn. Stat. § 152.01 (Definitions)*  
*Minn. Stat. § 152.02 (Schedules of Controlled Substances)*  
*Minn. Stat. § 152.212 (Labeling of Prescription Drug Containers)*  
*Minn. Stat. § 604A.01 (Good Samaritan Law)*  
*Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)*  
*Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)*  
*Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)*  
*Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)*  
*20 U.S.C. § 1232g (Family Educational and Privacy Rights)*

***Cross Reference:*** *ISD 200 Policy 516 (Student Medication)*  
*Minnesota Department of Health Toolkit on the Administration of Naloxone*

*Policy Reviewed:* 08.08.2024

*Policy Adopted:*

*Policy Revised:*



## 615 BASIC STANDARDS TESTING, ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEP, SECTION 504 ACCOMMODATIONS, AND LEP STUDENTS

### I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of basic skills testing.

### II. GENERAL STATEMENT OF POLICY

#### A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
  - a) The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
    - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
    - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
    - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
    - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively

participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b) MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

#### B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

#### 2. Eligibility Requirements

a) The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b) The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c) For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community

environments.

- d) The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
  - e) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a) Student's disability category
  - b) Participation in a separate, specialized curriculum;
  - c) Current level of English language proficiency;
  - d) The expectation that the student will receive a low score on the ACCESS for ELs;
  - e) Language, social, cultural, or economic difference
  - f) Concern for accountability calculations.

#### C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

~~The school district will utilize the existing annual review of Individualized Education Programs (IEPs) or Section 504 Accommodation plans to review, on a case-by-case basis, the extent of student participation in basic standards testing. Students with LEP needs must be identified and accommodations made.~~

### III. DEFINITION OF TERMS

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through [minnesota.pearsonaccessnext.com/policies-and-procedures](http://minnesota.pearsonaccessnext.com/policies-and-procedures). ~~See "Guidelines for Accommodations in the Minnesota Assessment System" document which can be found on the Minnesota Department of Education's website at: <http://education.state.mn.us/mde/static/000782.pdf>.~~

### IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and Guidelines for Administration of Accommodations and Linguistic Supports. ~~See “Guidelines for Accommodations in the Minnesota Assessment System” document which can be found on the Minnesota Department of Education’s website at: <http://education.state.mn.us/mde/static/000782.pdf>.~~

## V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. ~~This will be done annually by December 1.~~ Testing results will be documented and reported.

**Legal References:** *Minn. Stat. § 120B.11 (School District Process For Reviewing Curriculum, Instruction and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness* ~~the World’s Best~~ *Workforce)*  
*Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)*  
*Minn. Stat. § 125A.08 (Individualized Education Programs)*  
*Minn. Rules Parts 3501.0660-40-3501.0655 (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)*  
*Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS), <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>*  
*Alternate ACCESS for ELLs Participation Guidelines, <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>*

**Cross References:** *ISD 200 Policy 104 (School District Mission Statement)*  
*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 616 (School District System Accountability)*

*Policy Reviewed:* 07.01.2024

*Policy Adopted:* 09.25.2024

*Policy Revised:* 07.01.2024



*Hastings Public School District  
ISD #200*

## **503.1PR STUDENT ATTENDANCE PROCEDURE**

### **I. Releasing Children from School to Parent or Legal Guardian**

- A. No child should be released from school to any person other than the parent or legal guardian (or police, probation parole officer, or duly authorized representatives of the County Human Services Department) unless the school has reasonable proof that the parent has custody or the guardian has given permission for such release.
- B. In the event that the parents are legally separated, the school should release the child only with the consent of the parent having custody.
- C. When a parent or legal guardian telephones a request that a child be released from school, the school should verify the call before releasing the child, should there be a question as to the validity of the request.
- D. Verification can be accomplished by returning the call to the parent or legal guardian by using the other telephone numbers listed on the emergency referral card or other documents.

*Revised: 11.15.2006*

*Adopted: 05.09.1974*

*Sunset: 09.25.2024*

# **AIA® Document G701® – 2017**

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Hastings High School Storefront Replacements (202189S) 200 General Sieben Drive Hastings, Minnesota 55033	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: August 24, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: One (1)  Date: August 28, 2024
<b>OWNER:</b> <i>(Name and address)</i> Independent School District #200 - Hastings Public Schools 1000 West Eleventh Street Hastings, Minnesota 55033	<b>ARCHITECT:</b> <i>(Name and address)</i> Wold Architects and Engineers  332 Minnesota Street, Suite W2000 Saint Paul, Minnesota 55101	<b>CONTRACTOR:</b> <i>(Name and address)</i> Derau Construction  1407 East Cliff Road Burnsville, Minnesota 55337

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

Modify Scope to include new doors, hardware, curtainwall subframes, glass for doors, and new caulking / sealant around doors. Add \$11,357.00

**TOTAL CHANGE ORDER NO. 1 ADD \$11,357.00**

The original Contract Sum was	\$ 149,258.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 149,258.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 11,357.00
The new Contract Sum including this Change Order will be	\$ 160,615.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion will be July 26, 2024

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

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

Wold Architects and Engineers  <hr/> <b>ARCHITECT</b> <i>(Firm name)</i>  <hr/> <b>SIGNATURE</b>  Tyler Ertl   AIA, Associate <hr/> <b>PRINTED NAME AND TITLE</b>  August 28, 2024 <hr/> <b>DATE</b>	Derau Construction  <hr/> <b>CONTRACTOR</b> <i>(Firm name)</i>  <hr/> <b>SIGNATURE</b> Pat Rauch, President <hr/> <b>PRINTED NAME AND TITLE</b> 8/30/2024 <hr/> <b>DATE</b>	Independent School District #200 - Hastings Public Schools  <hr/> <b>OWNER</b> <i>(Firm name)</i>  <hr/> <b>SIGNATURE</b>  <hr/> <b>PRINTED NAME AND TITLE</b>  <hr/> <b>DATE</b>
--	---	---

# Change proposal pricing worksheet

Date: 7/8/2024  
 Contractor: Derau Construction, LLC.  
 Project: Hastings HS - Storefront Replacement  
 Location: Hastings, MN

Work Description: **Modify hardware and overall storefront configuration based on attached scope of work by Capital City Glass in dicussions with Architect and Owner onsite.**

GCPR #: 1

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	8 hrs	\$95.00	\$760.00	\$174.80	\$212.80	\$114.76	\$1,262

Materials/ Equipment/ Sub	Quantity	Unit Price	M/ E/ S Sub-total	8.200% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Aluminum Storefront	1	ls	\$9,177.00	\$9,177	\$0.00	\$917.70	\$10,095

Add days of construction due to added item.  
 0 days

Sub Total	\$11,357
<del>3% Insurance</del>	<del>\$284</del>
<del>4% Bond Cost</del>	<del>\$466</del>
Grand Total	<del>\$12,107</del>
	<b>\$11,357.00</b>

PER AIA CONTRACT, THESE COSTS CANNOT BE INCLUDE. TOTAL ACCEPTED IS \$11,357.00 - TME 8.28.24



# Change Order

Request #: 01

General Contractor: Derau Construction

To: Pat Rauch

Date: 7/8/2024

Job Name: Hastings High School

TAX HAS BEEN INCLUDED IN THE BELOW PRICE

Please change the contracted amount with the below number

**ADD \$9,177 .00**

**Description**

Change project scope to installing new doors, new hardware, new curtainwall subframes, new glass for the doors, and new caulking around subframes.

**Breakout Pricing:**

New door hardware: +\$45,528

2 LCN automatic door operators with push paddles: +\$14,286

Added shop labor to prep 11 doors with hardware & cut subframes: +\$5,468

**Total cost of ADDs: \$65,282**

Deduct aluminum pricing: (\$20,660)

Deduct brake metal fin pricing: (\$6,285) - Revised 7/8/2024

Deduct glass pricing: (\$7,782)

Deduct caulking pricing: (\$929) - Revised 4/18/2024

Deduct shop labor to cut and fabricate new aluminum framing: (\$3,396)

Deduct field labor: (\$17,053) - Revised 7/8/2024

**Total cost of DEDUCTs: (\$56,105)**

Proposal By:

*Branden Sierakowski*

By signing below, you agree to the above change order request

Approval of Change Order

Signature:

Date:

**CHANGE ORDER VALID FOR 30 DAYS**



# AIA®

# Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Hastings Middle School Door  
Replacements (232137)  
1000 West 11th Street  
Hastings, Minnesota 55033

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: Decemeber 4, 2023

**CHANGE ORDER INFORMATION:**  
Change Order Number: One (1)  
  
Date: September 6, 2024

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

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

**CONTRACTOR:** *(Name and address)*  
Huot Construction and Services Inc.  
120 Bridgepoint Way, Suite A  
South Saint Paul, Minnesota 55075

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

PR #1 - Change FRP door finish to pebble. *No Cost Change*

PR #2 - Door, frame, and hardware adjustments. *Add \$15,796.00*

PR #2 - Addition of cross-corridor walls and doors for grade reconfiguration. *Add \$57,045.40*

**TOTAL CHANGE ORDER NO.1 ADD \$72,841.40**

The original Contract Sum was	\$	449,098.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	449,098.00
The Contract Sum will be increased by this Change Order in the amount of	\$	72,841.40
The new Contract Sum including this Change Order will be	\$	521,939.40

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion will be August 9, 2024

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

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

Wold Architects and Engineers  
**ARCHITECT** *(Firm name)*

  
**SIGNATURE**

Tyler Ertl | AIA, Associate  
**PRINTED NAME AND TITLE**

September 6, 2024  
**DATE**

Huot Construction and Services Inc.  
**CONTRACTOR** *(Firm name)*

  
**SIGNATURE**

Amy Swenson, Estimator  
**PRINTED NAME AND TITLE**

9/13/2024  
**DATE**

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

**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**



Customer

**Hastings Public Schools ISD 200**

Please refer to the comments below. Items highlighted green are accepted and will be included in Change Order #1. Items highlighted in red are declined. Thanks.  
-TME 8.9.24

Huot Construction and Services, Inc.  
120 Bridgepoint Way Suite A  
South Saint Paul, MN  
55075, US  
(651) 888-4900

Prepared By:  
Amy Swenson  
612-695-6625  
amy@huotcs.com

Project: **Hastings Middle School Door Rep**

**Scope of Work**

1.1		Total Cost
08-0500 Openings *		<del>\$9,900.00</del>
Description: 1.1 Replace all gaskets & door bottoms at sound doors		
55-2000 Huot Labor		<del>\$1,736.00</del>
Description: Huot Site Work		

1.2		Total Cost
08-0500 Openings *		\$3,795.00
Description: 1.2 Doors F228B, J152, and J246 to be door type D2.1		
55-3000 Huot Labor - Prevailing Wage		\$1,128.40
Description: Huot prevailing wage site work labor		

4923.40

1.3	← MS Redesign/layout change	Total Cost
08-0500 Openings *		\$1,827.50
Description: 1.3 Doors J240 and J241 to receive new classroom security locks		
55-3000 Huot Labor - Prevailing Wage		\$173.60
Description: Huot prevailing wage site work labor		

2001.10



1.4		Total Cost
08-0500 Openings *		\$98.75
Description: 1.4 Doors 183CA to receive new pull to to match adjacent existing RFP doors		
55-3000 Huot Labor - Prevailing Wage		\$86.80
Description: Huot prevailing wage site work labor		185.55
1.5		Total Cost
08-0500 Openings *		\$501.25
Description: 1.5 New door to be provided at existitng frame for door #H171H		
55-3000 Huot Labor - Prevailing Wage		\$347.20
Description: Huot prevailing wage site work labor		848.45
1.6 ← MS redesign project		Total Cost
08-0500 Openings *		\$143.75
Description: 1.6 At Door #E141A, Add new door astragal weatherstrip at existing aluminum exterior doors		
55-3000 Huot Labor - Prevailing Wage		\$86.80
Description: Huot prevailing wage site work labor		230.55
1.7		Total Cost
08-0500 Openings *		\$4,421.25
Description: 1.7 At doors A181AA, A181BA, G114, H171A, H171D, H171H, H171G, replace existing deadbolts		
55-3000 Huot Labor - Prevailing Wage		\$607.60
Description: Huot prevailing wage site work labor		5028.85
1.9		Total Cost
08-0500 Openings *		-\$784.00
Description: 1.9 At doors A182BA, A182BB, A182C, and B196A, No STC upgrades needed. Doors cannot be cancelled but above adde door seals can be omitted at these doors		-784.00



1.10 Cross corridor walls and doors added - Includes finishes

MS Redesign

	Total Cost
06-1000 Rough Carpentry * Description: Add new walls/framing at J100, J200, J201 (Labor and Materials)	<b>\$5,775.00</b>
09-9000 Painting & Coatings * Description: Paint walls at each location (Labor and Materials)	<b>\$1,912.50</b>
09-5100 Acoustical Ceilings * Description: Acoustical ceiling modifications (Labor and Materials)	<b>\$1,937.50</b>
09-6000 Flooring * Description: Add vinyl wall base at indicated locations (Materials Only)	<b>\$750.00</b>
08-0500 Openings * Description: Provide doors at J100, J200, and J201 (Doors, Frames, and Hardware Only)	<b>\$37,231.25</b>
06-1000 Rough Carpentry * Description: Install doors and hardware at 3 locations (Labor Only)	<b>\$7,207.50</b>
	<b>54,813.75</b>

Additional Costs Needing Approval

	Total Cost
08-0500 Openings * Description: DOORS #183CA & #A077A: SL-17 door at #183CA and AF217 90 min fire rated door with AF-FR 90 min fire rated fiberglass frame at #A077A	<b>\$2,731.25</b>
08-0500 Openings * Description: DOOR #1017L: Type D2 Door in lieu of Type D1	<b>\$706.25</b>
08-0500 Openings * Description: DOORS #E254, F200A, F200B, F202A, F202B, F222A, F222B, H162A, H166AB (RFI 2)	<b>\$250.00</b>
08-0500 Openings * Description: DOOR #G170C: Type N Door in lieu of Type F	<b>\$278.75</b>
08-0500 Openings * Description: DOORS #H171A, H171B, H171C, H171D, H171D2, H171E, H171F, H171G, B093C, B093D, B091D New Flush Pulls (RFI 4)	<b>\$565.00</b>



Total Cost

08-0500 Openings \*

\$1,062.50

Description: DOOR #G114: Labor to modify strike for new lockset

5593.75

\* Tax not applied to part or subcomponent

Notes

Summary

Subtotal ~~\$84,477.40~~

Bonding ~~\$844.77~~

72,841.40  
~~\$85,322.17~~

Accepted By

Date

.....

## Change Order

**PROJECT:** *(Name and address)*  
 Kennedy and Pinecrest Door  
 Replacements (232077)  
 Kennedy Elementary School  
 1175 Tyler Street  
 Hastings, Minnesota 55033

Pinecrest Elementary School  
 975 West 12th Street  
 Hastings, Minnesota 55033

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

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: August 24, 2023

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

**CHANGE ORDER INFORMATION:**  
 Change Order Number: Three (3)  
 Date: August 16, 2024  
**Revised August 28, 2024**

**CONTRACTOR:** *(Name and address)*  
 Schreiber Mullaney Construction  
 1286 Hudson Road  
 Saint Paul, Minnesota 55106

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

GCPR #01 - Replace rusted kickplates with new stainless steel at Pinecrest. *Add \$5,842.73*

GCPR #03 - Replace rusted kickplates with new stainless steel at Kennedy. *Add \$4,009.84*

GCPR #04 - Replace rusted Hollow Metal door frame at Custodial Room. *Add \$3,808.64*

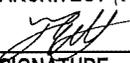
**TOTAL CHANGE ORDER NO. 3 ADD \$13,661.21**

The original Contract Sum was	\$ 243,590.00
The net change by previously authorized Change Orders	\$ -7,634.38
The Contract Sum prior to this Change Order was	\$ 235,955.62
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,661.21
The new Contract Sum including this Change Order will be	\$ 249,616.83

The Contract Time will be increased by two (2) days.  
 The new date of Substantial Completion will be August 4, 2024

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

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

Wold Architects and Engineers  
 ARCHITECT *(Firm name)*  
  
 SIGNATURE  
 Tyler Ertl | AIA, Associate  
 PRINTED NAME AND TITLE  
 August 28, 2024  
 DATE

Schreiber Mullaney Construction  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Bruce Schreiber  
 PRINTED NAME AND TITLE  
 8-28-24  
 DATE

Independent School District #200  
 OWNER *(Firm name)*  
 SIGNATURE  
 PRINTED NAME AND TITLE  
 DATE



# VALLEY BUILDERS HARDWARE

1527 INTERNATIONAL DRIVE, , EAU CLAIRE WI 54701 Tel: 7158341256 FAX: 7158347962

## QUOTATION

Quotation No : 43298  
Date : 27 JUN 2024  
Account : 11804  
Page No. : 1

Customer:  
SCHREIBER MULLANEY CONSTRUCTION CO INC  
1286 HUDSON RD  
  
ST PAUL, MN 55106

Ship to:  
PINECREST ELEMENTARY  
  
HASTINGS MN

Phone: 651-774-9440 Fax: 651-774-9445

Salesperson : 2 Freight : Terms : Net 30 day  
Ship Via :

Qty	Description	Unit Price	Extension
-----	-------------	------------	-----------

11	Protection Plate K1050 8X28 US32D		
2	Protection Plate K1050 8" X 30" US32D		
65	Protection Plate K1050 8X34 US32D		
1	Protection Plate K1050 8" X 46" US32D		

Product Sub-total	4,896.45
MN STATE SALES TAX @6.875%	336.63
<b>Total</b>	<b>5,233.08</b>

Quoted by:



TODD JOHNSON

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Prices are valid for 30 days. FOB our dock. All prices are for materials only unless noted otherwise. Returned material shall be subject to a restocking charge. Return of special order material contingent on the acceptance of the manufacturer. Orders for special product (non-stock), accepted by us, are non-cancelable except with prior written consent and then, are subject to a service charge. Consignee assumes the risk of loss or damage in transit. All accounts are net 30 days. Contact us for a complete copy of our terms and conditions.

# VALLEY BUILDERS HARDWARE CO., INC.

## TERMS AND CONDITIONS

### GENERAL

Prices and terms are subject to change without notice. We expressly reserve the right to correct clerical and other errors. We reserve the right to refuse any order when the type or quantity of goods or credit worthiness of the purchaser is not satisfactory to us. We do not include the cost of unloading, storage or protection of material at the jobsite. No variation in any of the terms, conditions, delivers, prices, quality, quantity, or specifications irrespective of the wording of purchasers' acceptance, shall be effective without written consent and no local, general or trade custom shall be deemed to effect any variation therein.

### PRICES

Prices are valid for 30 days. All quotes over 30 days old are subject to review and may change. Changes in quantities of a quote may change the unit pricing. All prices are for materials only unless noted otherwise. No prices are guaranteed.

### TERMS

All accounts are net 30 days. Accounts unpaid after 60 days of date of invoice will be subject to a late payment charge of 1-1/2% per month of the total remaining balance from the date of the invoice. Also, accounts with a balance over 60 days will be put on hold for future shipments until the unpaid balance is paid. The unpaid balance must be paid prior to any new orders being processed.

### MINIMUM ORDER CHARGE

Accounts that wish to charge orders with a value of less than \$20.00 (not including freight) will be invoiced at \$20.00.

### BACK CHARGES

No back charges will be allowed unless approved by us in writing prior to performance of work or purchase of materials.

### SHIPMENTS

All orders are FOB our dock unless noted otherwise. All orders are available delivered for a small charge. The delivery charge will vary depending on the distance from our facility.

### RETURN GOODS

All return material shall be subject to a restocking charge. Return of special order material contingent on the acceptance of the manufacturer.

### CANCELLATIONS

Orders for special product (non-stock) are non-cancelable except with prior written consent and then, are subject to a service charge based on the manufacturers' charge.

### CHANGES

Changes to an order will be allowed only after confirmation with the manufacturer. Any costs for such changes will be charged to the customer.

### DOWN PAYMENTS

Orders for special product or non-stock items are subject to a 50% or more down payment.

### CLAIMS

Consignee assumes the risk of loss or damage in transit. All claims must be made within five (5) days of receipt of goods.

### INSURANCE

VBH standard Certificate of Liability Insurance and limits apply to all quotes and orders unless noted otherwise. Any additional coverage required will be an additional cost.





# VALLEY BUILDERS HARDWARE

1527 INTERNATIONAL DRIVE, , EAU CLAIRE WI 54701 Tel: 7158341256 FAX: 7158347962

## QUOTATION

Quotation No : 43342  
Date : 24 JUL 2024  
Account : 11804  
Page No. : 1

Customer:  
SCHREIBER MULLANEY CONSTRUCTION CO INC  
1286 HUDSON RD  
  
ST PAUL, MN 55106

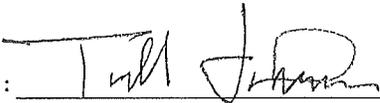
Ship to:  
KENNEDY ELEMENTARY  
  
HASTINGS MN

Phone: 651-774-9440 Fax: 651-774-9445

Salesperson : 2      Freight :      Terms : Net 30 day  
Ship Via : OUR TRUCK

Qty	Description	Unit Price	Extension
6	Protection Plate K1050 8X28 US32D		
46	Protection Plate K1050 8X34 US32D		
Product Sub-total			3,321.56
MN STATE SALES TAX @8.125%			269.88
<b>Total</b>			<b>3,591.44</b>

Quoted by:



TODD JOHNSON

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Prices are valid for 30 days. FOB our dock. All prices are for materials only unless noted otherwise. Returned material shall be subject to a restocking charge. Return of special order material contingent on the acceptance of the manufacturer. Orders for special product (non-stock), accepted by us, are non-cancelable except with prior written consent and then, are subject to a service charge. Consignee assumes the risk of loss or damage in transit. All accounts are net 30 days. Contact us for a complete copy of our terms and conditions.

# VALLEY BUILDERS HARDWARE CO., INC.

## TERMS AND CONDITIONS

### GENERAL

Prices and terms are subject to change without notice. We expressly reserve the right to correct clerical and other errors. We reserve the right to refuse any order when the type or quantity of goods or credit worthiness of the purchaser is not satisfactory to us. We do not include the cost of unloading, storage or protection of material at the jobsite. No variation in any of the terms, conditions, delivers, prices, quality, quantity, or specifications irrespective of the wording of purchasers' acceptance, shall be effective without written consent and no local, general or trade custom shall be deemed to effect any variation therein.

### PRICES

Prices are valid for 30 days. All quotes over 30 days old are subject to review and may change. Changes in quantities of a quote may change the unit pricing. All prices are for materials only unless noted otherwise. No prices are guaranteed.

### TERMS

All accounts are net 30 days. Accounts unpaid after 60 days of date of invoice will be subject to a late payment charge of 1-1/2% per month of the total remaining balance from the date of the invoice. Also, accounts with a balance over 60 days will be put on hold for future shipments until the unpaid balance is paid. The unpaid balance must be paid prior to any new orders being processed.

### MINIMUM ORDER CHARGE

Accounts that wish to charge orders with a value of less than \$20.00 (not including freight) will be invoiced at \$20.00.

### BACK CHARGES

No back charges will be allowed unless approved by us in writing prior to performance of work or purchase of materials.

### SHIPMENTS

All orders are FOB our dock unless noted otherwise. All orders are available delivered for a small charge. The delivery charge will vary depending on the distance from our facility.

### RETURN GOODS

All return material shall be subject to a restocking charge. Return of special order material contingent on the acceptance of the manufacturer.

### CANCELLATIONS

Orders for special product (non-stock) are non-cancelable except with prior written consent and then, are subject to a service charge based on the manufacturers' charge.

### CHANGES

Changes to an order will be allowed only after confirmation with the manufacturer. Any costs for such changes will be charged to the customer.

### DOWN PAYMENTS

Orders for special product or non-stock items are subject to a 50% or more down payment.

### CLAIMS

Consignee assumes the risk of loss or damage in transit. All claims must be made within five (5) days of receipt of goods.

### INSURANCE

VBH standard Certificate of Liability Insurance and limits apply to all quotes and orders unless noted otherwise. Any additional coverage required will be an additional cost.



3509 Commerce Blvd  
St. Paul, MN 55110  
Phone: (651) 357-8681

Date of Proposal: 8/27/2024

Proposal To: General Contractor Address: Shake Shack  
5775 West Wayzata Blvd  
St. Louis Park, MN 55416

Dynamic Fire Protection is pleased to propose the tenant buildout related fire sprinkler work for th the Shake Shack in St Louis Park, Mn. Dynamic Proposes the following scope of work:

- Fire Protection Scope of Work:
- \* DropHead down for new ceiling work
  - \* Dry Barrel head in walk in coolers
  - \* All new heads to meet specifications
  - \* Provide a permit with the city of St. Louis Park MN
  - \* Aerial lift as needed
  - \* Shop drawings

All new installations and layouts will comply with state and local fire codes. All labor and material will be provided by Dynamic Fire Protection.

Material:  
New fire sprinkler heads to match existing  
Associated pipe, fittings and hanger material to complete this project

Exclusions:  
Providing a fire pumps and or controllers  
Providing a dry system for any unheated areas  
Providend new layouts for a tenant buildout  
Any electrical work high or low voltage  
Patching or cutting of any walls or ceilings  
X-raying concrete or liable of any obstructions within the concrete  
Any underground or utility piping feeding the fire sprinkler system

Total Installation Cost: \$6,787.00

Dynamic Fire Protection  
Brian Hoffman  
brian.hoffman@dynamicfireprotection.net  
651-357-8681  
www.dynamicfireprotection.net

Authorization to Proceed

Customer Signature

Wet

Printed Name

P.O. and Total Amount

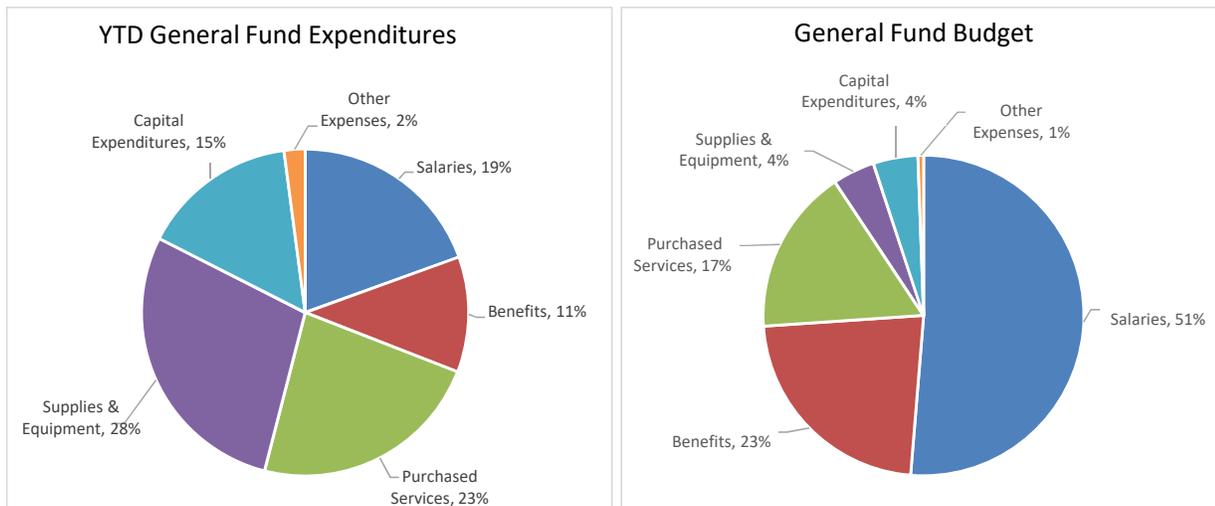
**HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: August 2024**

**EXPENDITURE TOTALS**

	<b>FY 2025 Budget (ADP)</b>	<b>**Monthly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Remaining Balance</b>	<b>% Spent</b>
General Fund (01)					
100 Salaries	35,006,117	562,137	878,876	34,127,240	3%
200 Benefits	15,457,400	253,330	515,636	14,941,764	3%
300 Purchased Services	11,429,448	325,374	1,041,678	10,387,770	9%
400 Supplies & Equipment	2,903,938	250,982	1,284,673	1,619,264	44%
500 Capital Expenditures	3,076,223	660,604	697,492	2,378,731	23%
800 Other Expenses	377,153	14,964	93,774	283,379	25%
	<b>68,250,279</b>	<b>2,067,391</b>	<b>4,512,131</b>	<b>63,738,148</b>	<b>7%</b>
Food Service Fund (02)	3,391,156	36,017	142,833	3,248,323	4%
Community Service Fund (04)	2,942,700	229,481	356,518	2,586,182	12%
Building Construction Fund (06)	2,250,000	558,192	1,211,213	1,038,787	54%
Debt Service Fund (07)	20,619,675	0	177,063	20,442,613	1%
Student Activities Fund (10)	250,000	12,712	15,855	234,145	6%
Deferred Accounts- Donations/Misc Fund (11)	640,619	53,257	55,857	584,762	9%
Scholarships Fund (12)	120,000	0	0	120,000	0%
<b>Totals</b>	<b>\$98,464,429</b>	<b>\$2,957,049</b>	<b>\$6,471,469</b>	<b>\$91,992,960</b>	

\*\* Monthly expenditures include payroll, finance and encumbrances.

\*\* Some payments are coded to revenue codes and are not included in above monthly expenditures but are included on payment registers.



**PAYROLL DISBURSEMENTS**

Checks & Direct Deposits	8/1/2024	8/31/2024	1,424,075	Pay dates 8/5 and 8/20 Bd. Share \$256,358
Liability Checks & Wires	8/1/2024	8/31/2024	1,007,162	
<b>Total</b>			<b>\$2,431,237</b>	

**FINANCE DISBURSEMENTS**

Checks & Wires	8/1/2024	8/31/2024	1,645,717
<b>Total</b>			<b>\$1,645,717</b>

**SELF-FUNDED INSURANCE**

	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>YTD Balance</b>
Dental	115,073	149,402	(\$34,330)
Health	1,477,726	1,846,677	(\$368,951)

9/12/2024

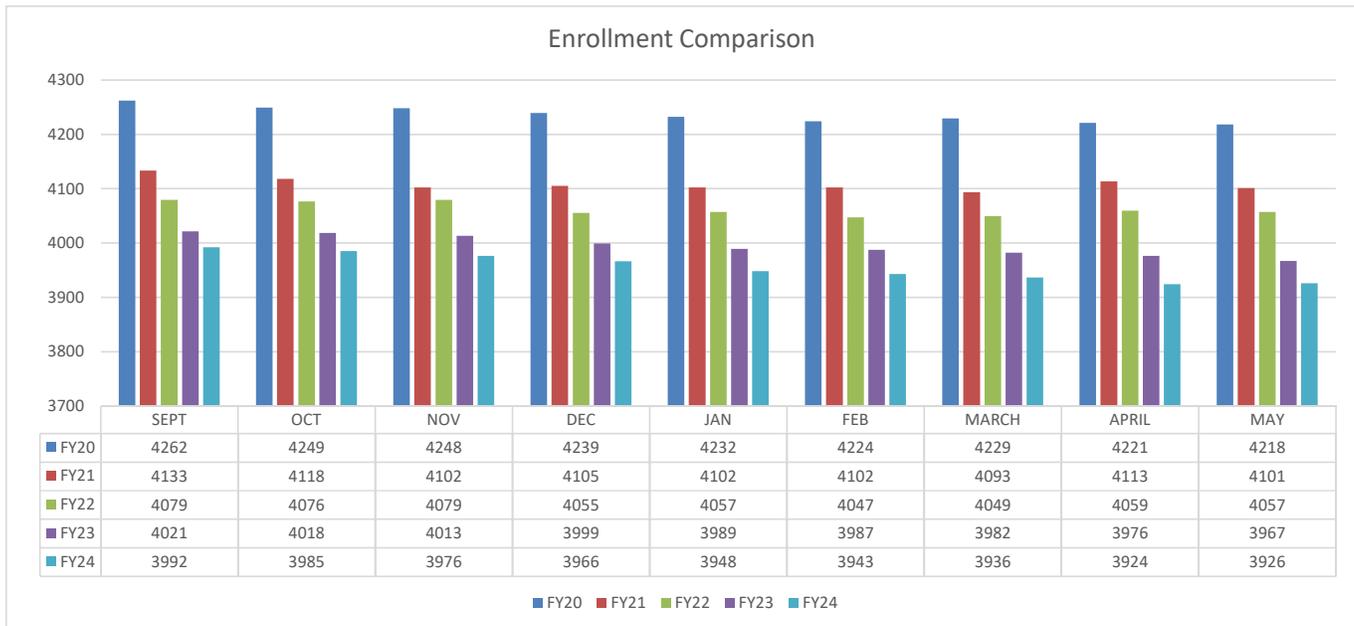
**ELECTRONIC FUND TRANSFERS**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
8/1/2024	MSDLAF General	MSDLAF AP	378,790.34	Accounts Payable
8/2/2024	MSDLAF General	MSDLAF Dental Self Funded	3,140.74	Dental Insurance
8/2/2024	MSDLAF General	MSDLAF AP	16,434.81	Accounts Payable
8/5/2024	MSDLAF General	MSDLAF Dental Self Funded	20,533.37	Dental Insurance
8/5/2024	MSDLAF General	MSDLAF Health Self Funded	20,650.00	Health Insurance
8/5/2024	MSDLAF General	MSDLAF Payroll	1,197,550.63	Payroll
8/5/2024	MSDLAF General	MSDLAF Flex	1,762.23	Payroll
8/5/2024	MSDLAF General	MSDLAF Health Self Funded	156,882.80	Health Insurance
8/9/2024	MSDLAF General	MSDLAF AP	257,874.65	Accounts Payable
8/9/2024	MSDLAF General	MSDLAF AP	5,201.04	Accounts Payable
8/12/2024	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
8/14/2024	MSDLAF General	Vermillion Bank	19,025.73	Local Receipts
8/15/2024	MSDLAF Health Self Funded	MSDLAF General	9,232.01	Health Insurance
8/15/2024	MSDLAF General	MSDLAF AP	237,938.16	Accounts Payable
8/20/2024	MSDLAF General	MSDLAF Health Self Funded	20,350.00	Health Insurance
8/20/2024	MSDLAF General	MSDLAF Payroll	1,224,674.11	Payroll
8/20/2024	MSDLAF General	MSDLAF Flex	2,043.17	Payroll
8/21/2024	MSDLAF General	MSDLAF Flex	25,000.00	Exchange
8/23/2024	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	1,000,000.00	Exchange
8/23/2024	MSDLAF General	MSDLAF AP	336,780.27	Accounts Payable
8/26/2024	MSDLAF General	MSDLAF AP	22,386.24	Accounts Payable
8/26/2024	Merchants Bank	MSDLAF General	75,000.00	Local Receipts
8/29/2024	MSDLAF General	MSDLAF AP	757,122.54	Accounts Payable
8/29/2024	MSDLAF General	MSDLAF Payroll	6,302.50	Payroll
8/29/2024	MSDLAF General	MSDLAF Scholarship	4,556.00	Local Receipts

\$5,849,231.34

**ENROLLMENT**

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	256	HAHS	35
1	286	High School	1338
2	271	Middle School	1175
3	289	Kennedy Elementary	454
4	276	Pinecrest Elementary	443
5	290	McAuliffe Elementary	481
6	308		3926
7	292		
8	285		
9	347		
10	346	Elementary	1378
11	333	Middle School	1175
12	347	High School/HAHS	1373
	3926	<b>Total District</b>	<b>3926</b>



INDEPENDENT SCHOOL DISTRICT NO. 200  
Hastings High School and Middle School  
Extra Curricular Student Activity Accounts  
Statement of Receipts and Disbursements  
Year ended June 30, 2025  
Current Statement as of 8/31/2024

<b>Crs Code</b>	<b>Activity Account</b>	<b>Balance 7/1/2024</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Subtotal (Less Interest)</b>	<b>Interest Earned</b>	<b>Balance 8/31/2024</b>
601	Art Club	389.29	0.00	0.00	389.29	2.2653	391.56
608	AVID	3,537.27	0.00	0.00	3,537.27	20.5832	3,557.85
602	Band	12,069.74	-397.12	0.00	11,672.62	68.2781	11,740.90
605	Basketball - Boys	3,375.11	0.00	0.00	3,375.11	19.6396	3,434.05
609	Choir Tour	1,713.20	0.00	0.00	1,713.20	9.9690	1,723.17
610	Cross Country Running	290.32	0.00	0.00	290.32	1.6894	292.01
613	Fellowship Christian Athletes (FCA)	2,478.49	0.00	0.00	2,478.49	14.4222	2,492.91
615	Gymnastics	4,376.24	0.00	0.00	4,376.24	25.4652	4,401.71
616	French Honor Society (FHS)	1,453.27	0.00	0.00	1,453.27	8.4565	1,461.73
622	Marching Band	36,853.69	26,373.93	12,481.72	50,745.90	291.4636	51,037.36
<b>675</b>	<b>INTEREST EARNED</b>	<b>0.00</b>	<b>1,191.95</b>	<b>0.00</b>	<b>1,191.95</b>	<b>-</b>	<b>0.00</b>
623	National Honor Society (NHS)	2,356.95	0.00	0.00	2,356.95	13.7150	2,370.67
625	Nordic Skiing	382.57	0.00	0.00	382.57	2.2262	384.80
626	Orchestra	278.74	0.00	0.00	278.74	1.6220	280.36
618	Peer Helpers	18.55	0.00	0.00	18.55	0.1079	18.66
632	Show Choir	36,140.07	0.00	0.00	36,140.07	210.2978	36,350.37
647	Spanish Club	6,498.83	0.00	33.49	6,465.34	37.6366	6,502.98
650	Student Council	57,778.41	0.00	3,000.00	54,778.41	321.4393	55,099.85
652	Tennis - Boys	3,733.32	0.00	340.00	3,393.32	19.8978	3,413.22
653	Tennis - Girls	918.97	0.00	0.00	918.97	5.3475	924.32
655	Thespians	565.57	0.00	0.00	565.57	3.2910	568.86
656	Track	14,031.40	0.00	0.00	14,031.40	81.6482	14,113.05
654	Ultimate Frisbee	25.23	101.19	0.00	126.42	0.6903	127.11
659	Wrestling	629.12	0.00	0.00	629.12	3.6608	632.78
665	Middle School Yearbook	14.01	0.00	0.00	14.01	0.0815	14.09
666	Middle School Student Council	4,821.46	0.00	0.00	4,821.46	28.0559	4,849.52
		<b>194,729.82</b>	<b>27,269.95</b>	<b>15,855.21</b>	<b>206,144.56</b>	<b>1,191.9500</b>	<b>206,144.56</b>

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

August 2024 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	18,000,000.00	0.00	0.00	18,000,000.00
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
<b>TOTALS</b>	<b>20,496,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b><u>20,496,000.00</u></b>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	18,000,000.00	0.00	18,000,000.00
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
<b>TREASURER'S BALANCE</b>	<b>20,496,000.00</b>	<b>0.00</b>	<b><u>20,496,000.00</u></b>

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

August 2024 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	15,718,385.10	6,133,344.24	(3,823,110.95)	18,028,618.39
FOOD SERVICE FUND - 02	877,372.09	10,219.71	(29,014.79)	858,577.01
COMMUNITY ED - 04	758,335.31	150,407.44	(249,104.91)	659,637.84
BUILDING CONSTRUCTION - 06	2,027,622.67	9,323.51	(577,982.24)	1,458,963.94
DEBT REDEMPTION - 07	19,596,687.38	72,816.58	0.00	19,669,503.96
STUDENT ACTIVITY FUND -10	214,262.23	4,594.19	(13,511.86)	205,344.56
DEFERRED ACCOUNTS - 11	595,400.84	33,044.35	(29,644.32)	598,800.87
SCHOLARSHIP - 12	264,814.35	5,729.15	0.00	270,543.50
TRUST - 18	0.00	0.00	0.00	0.00
DENTAL SELF FUNDED - 20	888,564.40	3,731.39	(67,404.90)	824,890.89
HEALTH SELF FUNDED -21	2,820,508.79	284,424.62	(701,372.95)	2,403,560.46
OPEB PERA/CE TRUST - 45	6,353,119.74	0.00	(189,533.04)	6,163,586.70
<b>TOTALS</b>	<b>50,115,072.90</b>	<b>6,707,635.18</b>	<b>(5,680,679.96)</b>	<b>51,142,028.12</b>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	68,566.99	0.00	0.00	39.42	68,606.41
MSDLAF AP	985,278.04	(883,266.96)	0.00	0.00	102,011.08
MSDLAF Payroll	111,163.64	(10,269.45)	0.00	0.00	100,894.19
MSDLAF Scholarship	270,543.50	0.00	0.00	0.00	270,543.50
MSDLAF General	24,172,057.36	0.00	30,538.89	0.00	24,202,596.25
MSDLAF Flex	14,100.87	0.00	0.00	1,173.96	15,274.83
MSDLAF Dental Self Funded	829,962.49	0.00	0.00	(19,516.38)	810,446.11
MSDLAF Health Self Funded	2,234,976.07	0.00	0.00	0.00	2,234,976.07
MSDLAF Bond Proceeds	1,702,068.65	(243,104.71)	0.00	0.00	1,458,963.94
Vermillion Bank	207,267.22	(3,350.00)	0.00	0.00	203,917.22
MidAmerica - CE Trust	0.00	0.00	0.00	0.00	0.00
OPEB PERA/CE Trust Account	6,416,643.70	0.00	0.00	0.00	6,416,643.70
US Bank Escrow	15,257,154.82	0.00	0.00	0.00	15,257,154.82
<b>TREASURER'S BALANCE</b>	<b>52,269,783.35</b>	<b>(1,139,991.12)</b>	<b>30,538.89</b>	<b>(18,303.00)</b>	<b>51,142,028.12</b>

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
MB	P502MB	107995		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	08/23/2024	47.40	
Bank Total:												\$47.40		
USAP	P501A	107883		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	No	No	08/08/2024	5,137.98	
USAP	P50215	107919		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	08/15/2024	4,418.09	
USAP	P50215	107920		Wire	1	11575	ARBITERSPORTS LLC - WIRE	LLC - Partnership	No	Yes	No	08/15/2024	15,000.00	
USAP	P50215	107921		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	08/15/2024	24.00	
USAP	P50215	107922		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	08/15/2024	18,802.80	
USAP	P50204	108042		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	08/23/2024	1,920.00	
USAP	P501B	108048		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	08/23/2024	22,104.39	
USAP	P50230	108054		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	08/29/2024	156.40	
USAP	P50230	108055		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	08/29/2024	253,825.00	
USAP	P50230	108056		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	08/29/2024	5,525.24	
USAP	P41130	107115	834926	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	Yes	08/02/2024	(901.97)	
USAP	P41201	107194	834992	Check	1	11949	LAWRENCE, ABBRIEL		Yes	No	Yes	08/23/2024	(177.63)	
USAP	P50201	107861	835522	Check	1	11990	BYTESPEED LLC	LLC - Partnership	Yes	No	No	08/02/2024	500.00	
USAP	P50201	107863	835523	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/02/2024	0.19	
USAP	P50201	107865	835524	Check	1	3800	FOX, MARY ELLEN		Yes	No	No	08/02/2024	125.02	
USAP	P50201	107862	835525	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	08/02/2024	901.97	
USAP	P50201	107864	835526	Check	1	9776	R1 LOFFLER COMPANIES	S Corporation	Yes	No	No	08/02/2024	587.00	
USAP	P50201	107860	835527	Check	1	11983	R10 NATHALIA DOYLE		Yes	No	No	08/02/2024	75.60	
USAP	P50201	107866	835528	Check	1	5717	NORTHEAST METRO DISTRICT 916	Other	Yes	No	No	08/02/2024	15,147.00	
USAP	P50202	107887	835529	Check	1	11981	R1 ANNA JOHN		Yes	No	No	08/09/2024	350.00	
USAP	P50202	107889	835530	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	08/09/2024	8,143.78	
USAP	P50202	107890	835531	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	08/09/2024	413.00	
USAP	P50202	107900	835532	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	No	No	08/09/2024	447.55	
USAP	P50202	107901	835533	Check	1	8840	R2 DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/09/2024	243.99	
USAP	P50202	107884	835534	Check	1	10787	DOWNTOWN TIRE AND AUTO INC	S Corporation	Yes	No	No	08/09/2024	99.85	
USAP	P50202	107899	835535	Check	1	6192	GARTZKE CONSTRUCTION INC	S Corporation	Yes	No	No	08/09/2024	2,700.00	
USAP	P50202	107891	835536	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	08/09/2024	3,400.00	
USAP	P50202	107895	835537	Check	1	4115	R2 HANSON SPORTS	LLC - S Corp	Yes	No	No	08/09/2024	1,702.80	
USAP	P50202	107912	835538	Check	1	9319	IND SCHOOL DIST 622	Other	Yes	No	No	08/09/2024	4,457.04	
USAP	P50202	107907	835539	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/09/2024	69,530.44	
USAP	P50202	107908	835540	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/09/2024	45,987.29	
USAP	P50202	107897	835541	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	No	No	08/09/2024	710.00	
USAP	P50202	107898	835542	Check	1	6156	JOSTENS		Yes	No	No	08/09/2024	477.65	
USAP	P50202	107909	835543	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	No	No	08/09/2024	6,440.00	
USAP	P50202	107896	835544	Check	1	4163	MN DEPT OF LABOR & INDUSTRY	Other	Yes	No	No	08/09/2024	200.00	
USAP	P50202	107886	835545	Check	1	11530	MOORE, CHRISTOPHER		Yes	No	No	08/09/2024	188.25	

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P50202	107911	835546	Check	1 5717		NORTHEAST METRO DISTRICT 916	Other	Yes	No	No	08/09/2024	1,920.00
USAP	P50202	107903	835547	Check	1 10721	R4	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	No	No	08/09/2024	49,531.99
USAP	P50202	107892	835548	Check	1 2251		RATWIK, ROSZAK, & MALONEY P.A.	C Corporation	Yes	No	No	08/09/2024	150.00
USAP	P50202	107894	835549	Check	1 2819		REPUBLIC SERVICES #923	C Corporation	Yes	No	No	08/09/2024	4,607.66
USAP	P50202	107910	835550	Check	1 2341		SCHINDLER ELEVATOR CORP.	C Corporation	Yes	No	No	08/09/2024	92.91
USAP	P50202	107888	835551	Check	1 11991		SEITER STRIPING CO	LLC - S Corp	Yes	No	No	08/09/2024	965.00
USAP	P50202	107885	835552	Check	1 11196	R1	SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	No	No	08/09/2024	984.53
USAP	P50202	107893	835553	Check	1 2500		SUPREME SCHOOL SUPPLY CO	S Corporation	Yes	No	No	08/09/2024	215.92
USAP	P50202	107906	835554	Check	1 11868		VINCO INC	S Corporation	Yes	No	No	08/09/2024	2,888.63
USAP	P50202	107904	835555	Check	1 10722	R4	WALCOTT SOLAR LLC	LLC - Partnership	Yes	No	No	08/09/2024	26,128.83
USAP	P50202	107905	835556	Check	1 10723	R4	WARSAW SOLAR LLC	LLC - Partnership	Yes	No	No	08/09/2024	24,887.96
USAP	P50202	107902	835557	Check	1 9481		WELCH, MARISSA		Yes	No	No	08/09/2024	9.58
USAP	P50215	107914	835558	Check	1 11213		ANDERSON, ERIN		Yes	No	No	08/15/2024	50.25
USAP	P50215	107926	835559	Check	1 10919	R1	ARVIG	S Corporation	Yes	No	No	08/15/2024	1,205.95
USAP	P50215	107930	835560	Check	1 11486		BOELTER LLC	C Corporation	Yes	No	No	08/15/2024	12,140.00
USAP	P50215	107968	835561	Check	1 7120	R2	BSN SPORTS LLC	C Corporation	Yes	No	No	08/15/2024	7,648.49
USAP	P50215	107973	835562	Check	1 8681		CANVAS HEALTH	C Corporation	Yes	No	No	08/15/2024	6,153.77
USAP	P50215	107972	835563	Check	1 7911		CENTURYLINK	C Corporation	Yes	No	No	08/15/2024	80.52
USAP	P50215	107941	835564	Check	1 1235		CITY OF HASTINGS	Other	Yes	No	No	08/15/2024	8,870.54
USAP	P50215	107924	835565	Check	1 10730		COMMUNITIES IN SCHOOLS OF THE T	Other	Yes	No	No	08/15/2024	16,250.00
USAP	P50215	107918	835566	Check	1 8937		COMPASS MINERALS AMERICA INC	C Corporation	Yes	No	No	08/15/2024	2,323.47
USAP	P50215	107942	835567	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	08/15/2024	5,014.00
USAP	P50215	107936	835568	Check	1 11846		CONQUER NINJA GYMS-ROSEMOUNT	Partnership	Yes	No	No	08/15/2024	560.00
USAP	P50215	107931	835569	Check	1 11584		DASH SPORTS LLC	LLC - S Corp	Yes	No	No	08/15/2024	3,154.00
USAP	P50215	107974	835570	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/15/2024	356.58
USAP	P50215	107925	835571	Check	1 10860		DEPARTMENT OF TRANSPORTATION	Other	Yes	No	No	08/15/2024	743.00
USAP	P50215	107943	835572	Check	1 1330		DIAMOND VOGEL PAINTS	C Corporation	Yes	No	No	08/15/2024	3,174.04
USAP	P50215	107967	835573	Check	1 6190	R2	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	No	No	08/15/2024	553.57
USAP	P50215	107978	835574	Check	1 9817		EMERGENCY OUTFITTERS INC	C Corporation	Yes	No	No	08/15/2024	2,377.00
USAP	P50215	107935	835575	Check	1 11765		FLOURISH CONSULTING LLC	LLC - S Corp	Yes	No	No	08/15/2024	3,000.00
USAP	P50215	107923	835576	Check	1 10572		GENESIS TECHNOLOGIES, INC	C Corporation	Yes	No	No	08/15/2024	2,500.00
USAP	P50215	107928	835577	Check	1 11220		GOPHERMODS LLC	S Corporation	Yes	No	No	08/15/2024	89.00
USAP	P50215	107944	835578	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	No	No	08/15/2024	1,311.23
USAP	P50215	107962	835579	Check	1 2879		HASTINGS AREA ROTARY CLUB	Other	Yes	No	No	08/15/2024	170.00
USAP	P50215	107964	835580	Check	1 3718		HASTINGS PARKS & RECREATION	Other	Yes	No	No	08/15/2024	306.91
USAP	P50215	107937	835581	Check	1 11900		HENRY SCHEIN, INC	C Corporation	Yes	No	No	08/15/2024	91.32
USAP	P50215	107946	835582	Check	1 1582	R1	HILLYARD / HUTCHINSON	C Corporation	Yes	No	No	08/15/2024	2,039.63
USAP	P50215	107945	835583	Check	1 1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	08/15/2024	6,906.56
USAP	P50215	107927	835584	Check	1 11193		HIRSCHAUER, BRITTNEY		Yes	No	No	08/15/2024	235.94

## 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	P50215	107975	835585	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	No	No	08/15/2024		1,511.16
USAP	P50215	107939	835586	Check	1	11943	IMPERIAL DADE	Ind/Sole Proprietor	Yes	No	No	08/15/2024		3,700.93
USAP	P50215	107970	835587	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	08/15/2024		1,870.66
USAP	P50215	107915	835588	Check	1	1660	INSTITUTE FOR ENVIRONMENTAL ASS	S Corporation	Yes	No	No	08/15/2024		1,283.00
USAP	P50215	107916	835589	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/15/2024		20,044.28
USAP	P50215	107917	835590	Check	1	6681	KENNEDY & GRAVEN, CHARTERD	C Corporation	Yes	No	No	08/15/2024		5,642.00
USAP	P50215	107971	835591	Check	1	7804	R1 KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	08/15/2024		266.00
USAP	P50215	107977	835592	Check	1	9776	R1 LOFFLER COMPANIES	S Corporation	Yes	No	No	08/15/2024		1,567.50
USAP	P50215	107932	835593	Check	1	11706	M2 BUSINESS SOLUTIONS INC.	S Corporation	Yes	No	No	08/15/2024		875.00
USAP	P50215	107948	835594	Check	1	1891	MASBO	C Corporation	Yes	No	No	08/15/2024		25.00
USAP	P50215	107979	835595	Check	1	9885	MATT HENNING TECH	Ind/Sole Proprietor	Yes	No	No	08/15/2024		2,085.50
USAP	P50215	107969	835596	Check	1	7173	MEDICINE LAKE TOURS	S Corporation	Yes	No	No	08/15/2024		948.00
USAP	P50215	107949	835597	Check	1	1942	MENARDS	S Corporation	Yes	No	No	08/15/2024		766.37
USAP	P50215	107976	835598	Check	1	9427	MERZER M.A., L.P., SHEILA	Ind/Sole Proprietor	Yes	No	No	08/15/2024		551.25
USAP	P50215	107952	835599	Check	1	2093	METRO EAST CONFERENCE	Other	Yes	No	No	08/15/2024		7,000.00
USAP	P50215	107963	835600	Check	1	3150	MIDDLE SCHOOL PETTY CASH FUND		Yes	No	No	08/15/2024		300.00
USAP	P50215	107938	835601	Check	1	11942	MIKE DEMOS		Yes	No	No	08/15/2024		644.88
USAP	P50215	107950	835602	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	08/15/2024		5,335.40
USAP	P50215	107961	835603	Check	1	2795	MTI DISTRIBUTING, INC.	C Corporation	Yes	No	No	08/15/2024		237.32
USAP	P50215	107934	835604	Check	1	11732	MY LIFE IGNITED LLC	Ind/Sole Proprietor	Yes	No	No	08/15/2024		489.00
USAP	P50215	107951	835605	Check	1	2054	NARDINI FIRE EQUIPMENT	LLC - Partnership	Yes	No	No	08/15/2024		1,088.00
USAP	P50215	107953	835606	Check	1	2146	ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	08/15/2024		387.25
USAP	P50215	107929	835607	Check	1	11373	ROBERTSON, SAM		Yes	No	No	08/15/2024		144.72
USAP	P50215	107954	835608	Check	1	2341	SCHINDLER ELEVATOR CORP.	C Corporation	Yes	No	No	08/15/2024		1,321.20
USAP	P50215	107955	835609	Check	1	2350	R1 SCHOLASTIC INC.	C Corporation	Yes	No	No	08/15/2024		879.12
USAP	P50215	107956	835610	Check	1	2387	SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	08/15/2024		724.10
USAP	P50215	107966	835611	Check	1	5445	r2 SUMMIT FIRE PROTECTION	C Corporation	Yes	No	No	08/15/2024		3,465.00
USAP	P50215	107957	835612	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	No	No	08/15/2024		10,050.69
USAP	P50215	107958	835613	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	No	No	08/15/2024		211.02
USAP	P50215	107959	835614	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	08/15/2024		50.00
USAP	P50215	107933	835615	Check	1	11725	TUCKER, JONATHAN		Yes	No	No	08/15/2024		76.50
USAP	P50215	107947	835616	Check	1	1586	VALLEY PROMOTIONS-FLEET FEET	LLC - S Corp	Yes	No	No	08/15/2024		2,652.36
USAP	P50215	107965	835617	Check	1	4015	R1 VIRCO	C Corporation	Yes	No	No	08/15/2024		41,833.91
USAP	P50215	107960	835618	Check	1	2641	WESTERN PSYCHOLOGICAL SERVICE	LLC - S Corp	Yes	No	No	08/15/2024		179.30
USAP	P50215	107940	835619	Check	1	11989	YOUNG REMBRANDTS	LLC - S Corp	Yes	No	No	08/15/2024		903.00
USAP	P50204	108010	835620	Check	1	10164	ADDYMAN, SCOTT D		Yes	No	No	08/23/2024		160.70
USAP	P50204	108022	835621	Check	1	11983	R11 ANDY BERTRAM		Yes	No	No	08/23/2024		89.05
USAP	P50204	108032	835622	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	08/23/2024		4,133.47
USAP	P50204	108025	835623	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	08/23/2024		41,088.00

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P50204	108017	835624	Check	1	11584	DASH SPORTS LLC	LLC - S Corp	Yes	No	No	08/23/2024		1,663.00
USAP	P50204	108038	835625	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/23/2024		78.23
USAP	P50204	108023	835626	Check	1	11995	DIETZ, BRIANNA		Yes	No	No	08/23/2024		164.23
USAP	P50204	108015	835627	Check	1	11483	DORAN, SCOTT		Yes	No	No	08/23/2024		289.56
USAP	P50204	108033	835628	Check	1	6183	R1 ECSI	S Corporation	Yes	No	No	08/23/2024		9,364.42
USAP	P50204	108037	835629	Check	1	8718	FOOD SERVICE PETTY CASH ACCOUN		Yes	No	No	08/23/2024		1,000.00
USAP	P50204	108036	835630	Check	1	8361	GILES, DANIEL		Yes	No	No	08/23/2024		95.00
USAP	P50204	108047	835631	Check	1	9123	GOODHUE COUNTY ED DISTRICT 6051	Other	Yes	No	No	08/23/2024		24,786.30
USAP	P50204	108020	835632	Check	1	11869	HUOT CONSTRUCTION AND SERVICES	C Corporation	Yes	No	No	08/23/2024		46,980.17
USAP	P50204	108046	835633	Check	1	6875	IND SCHOOL DISTRICT 318	Other	Yes	No	No	08/23/2024		1,047.80
USAP	P50204	108040	835634	Check	1	9202	R1 INFINITE CAMPUS, INC.	S Corporation	Yes	No	No	08/23/2024		8,662.00
USAP	P50204	108034	835635	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	08/23/2024		1,213.52
USAP	P50204	108044	835636	Check	1	1664	INTERMEDIATE DIST 287	Other	Yes	No	No	08/23/2024		14,592.90
USAP	P50204	108045	835637	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/23/2024		14,397.81
USAP	P50204	108019	835638	Check	1	11703	INTERSOURCE BY STARK	C Corporation	Yes	No	No	08/23/2024		133,576.71
USAP	P50204	108043	835639	Check	1	10012	R1 LANGUAGE TESTING INTERNATIONAL,	C Corporation	Yes	No	No	08/23/2024		140.00
USAP	P50204	108021	835640	Check	1	11949	LAWRENCE, ABBRIEL		Yes	No	No	08/23/2024		177.63
USAP	P50204	108014	835641	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUMI	LLC - S Corp	Yes	No	No	08/23/2024		18,272.60
USAP	P50204	108041	835642	Check	1	9776	R1 LOFFLER COMPANIES	S Corporation	Yes	No	No	08/23/2024		2,054.00
USAP	P50204	108018	835643	Check	1	11589	r1 LVC COMPANIES INC	S Corporation	Yes	No	No	08/23/2024		610.00
USAP	P50204	108035	835644	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	08/23/2024		3,708.00
USAP	P50204	108031	835645	Check	1	3120	R2 MASE	C Corporation	Yes	No	No	08/23/2024		957.00
USAP	P50204	108039	835646	Check	1	9160	MATBOSS, LLC	LLC - Partnership	Yes	No	No	08/23/2024		259.00
USAP	P50204	108026	835647	Check	1	1982	MINNESOTA DEPT. OF HEALTH	Other	Yes	No	No	08/23/2024		70.00
USAP	P50204	108016	835648	Check	1	11530	MOORE, CHRISTOPHER		Yes	No	No	08/23/2024		13.44
USAP	P50204	108030	835649	Check	1	2795	MTI DISTRIBUTING, INC.	C Corporation	Yes	No	No	08/23/2024		162.97
USAP	P50204	108029	835650	Check	1	2704	R2 SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	08/23/2024		137.50
USAP	P50204	108027	835651	Check	1	2352	R1 SCHOOL HEALTH CORPORATION	S Corporation	Yes	No	No	08/23/2024		3,081.69
USAP	P50204	108012	835652	Check	1	10903	R1 SECURITAS TECHNOLOGY CORPORAT	C Corporation	Yes	No	No	08/23/2024		357.24
USAP	P50204	108028	835653	Check	1	2423	SOUTH WASHINGTON COUNTY SCHO	Other	Yes	No	No	08/23/2024		550.00
USAP	P50204	108024	835654	Check	1	11996	STOCKDALE, SCOTT		Yes	No	No	08/23/2024		44.62
USAP	P50204	108011	835655	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	No	No	08/23/2024		1,053.34
USAP	P50204	108013	835656	Check	1	11374	TAVERNIER, MINDY		Yes	No	No	08/23/2024		6.00
USAP	P50230	108071	835657	Check	1	11993	AGPARTS WORLDWIDE INC	S Corporation	Yes	No	No	08/29/2024		2,432.50
USAP	P50230	108099	835658	Check	1	5432	AMERICAN RED CROSS-TRAINING SEF	Other	Yes	No	No	08/29/2024		5.00
USAP	P50230	108059	835659	Check	1	1077	APPLE VALLEY SCHOOLS	Other	Yes	No	No	08/29/2024		300.00
USAP	P50230	108060	835660	Check	1	1078	AQUA LOGIC INC	S Corporation	Yes	No	No	08/29/2024		2,100.00
USAP	P50230	108057	835661	Check	1	10143	R1 AVID CENTER	C Corporation	Yes	No	No	08/29/2024		3,297.00
USAP	P50230	108079	835662	Check	1	1949	BRIGHTWORKS	Other	Yes	No	No	08/29/2024		85.00

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P50230	108104	835663	Check	1 7120	R2	BSN SPORTS LLC	C Corporation	Yes	No	No	08/29/2024		784.02
USAP	P50230	108105	835664	Check	1 7295		CENTURYLINK	C Corporation	Yes	No	No	08/29/2024		169.08
USAP	P50230	108106	835665	Check	1 7332		CENTURYLINK	C Corporation	Yes	No	No	08/29/2024		3,632.17
USAP	P50230	108073	835666	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	08/29/2024		12,796.34
USAP	P50230	108065	835667	Check	1 11555		CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	08/29/2024		246.48
USAP	P50230	108066	835668	Check	1 11584		DASH SPORTS LLC	LLC - S Corp	Yes	No	No	08/29/2024		708.00
USAP	P50230	108113	835669	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/29/2024		409.55
USAP	P50230	108114	835670	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/29/2024		15,490.01
USAP	P50230	108107	835671	Check	1 7637		EAST RIDGE HIGH SCHOOL	Other	Yes	No	No	08/29/2024		350.00
USAP	P50230	108101	835672	Check	1 6183	R1	ECSI	S Corporation	Yes	No	No	08/29/2024		7,340.00
USAP	P50230	108112	835673	Check	1 8731		EDEN PRAIRIE HIGH SCHOOL	Other	Yes	No	No	08/29/2024		400.00
USAP	P50230	108068	835674	Check	1 11765		FLOURISH CONSULTING LLC	LLC - S Corp	Yes	No	No	08/29/2024		7,125.00
USAP	P50230	108074	835675	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	No	No	08/29/2024		1,670.77
USAP	P50230	108075	835676	Check	1 1483		GRAPHIC DESIGN INC	S Corporation	Yes	No	No	08/29/2024		1,897.00
USAP	P50230	108095	835677	Check	1 3718		HASTINGS PARKS & RECREATION	Other	Yes	No	No	08/29/2024		254.67
USAP	P50230	108069	835678	Check	1 11900		HENRY SCHEIN, INC	C Corporation	Yes	No	No	08/29/2024		160.00
USAP	P50230	108076	835679	Check	1 1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	08/29/2024		1,271.64
USAP	P50230	108070	835680	Check	1 11943		IMPERIAL DADE	Ind/Sole Proprietor	Yes	No	No	08/29/2024		2,294.13
USAP	P50230	108117	835681	Check	1 1652		IND. SCHOOL DIST. 938	Other	Yes	No	No	08/29/2024		2,276.64
USAP	P50230	108062	835682	Check	1 11207		INFINITE HEALTH COLLABORATIVE	C Corporation	Yes	No	No	08/29/2024		29,000.00
USAP	P50230	108108	835683	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	08/29/2024		3,771.95
USAP	P50230	108118	835684	Check	1 1665		INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/29/2024		8,244.94
USAP	P50230	108077	835685	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	No	No	08/29/2024		4.60
USAP	P50230	108109	835686	Check	1 7804	R1	KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	08/29/2024		266.00
USAP	P50230	108097	835687	Check	1 4233		LAKEVILLE NORTH HIGH SCHOOL	Other	Yes	No	No	08/29/2024		225.00
USAP	P50230	108111	835688	Check	1 8622		MAHTOMEDI HIGH SCHOOL	Other	Yes	No	No	08/29/2024		300.00
USAP	P50230	108115	835689	Check	1 9051		MERIDIAN CONSULTING GROUP	Ind/Sole Proprietor	Yes	No	No	08/29/2024		1,195.00
USAP	P50230	108064	835690	Check	1 11331	R1	MIDWEST MACHINERY CO	S Corporation	Yes	No	No	08/29/2024		429.99
USAP	P50230	108080	835691	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	No	No	08/29/2024		89,652.25
USAP	P50230	108098	835692	Check	1 4772	R1	MINNESOTA DNR - OMB	Other	Yes	No	No	08/29/2024		1,850.00
USAP	P50230	108081	835693	Check	1 2034		MOUNDS VIEW HIGH SCHOOL	Other	Yes	No	No	08/29/2024		175.00
USAP	P50230	108093	835694	Check	1 2795		MTI DISTRIBUTING, INC.	C Corporation	Yes	No	No	08/29/2024		914.16
USAP	P50230	108094	835695	Check	1 3410		MUSIC THEATRE INTERNATIONAL	C Corporation	Yes	No	No	08/29/2024		1,063.50
USAP	P50230	108082	835696	Check	1 2054		NARDINI FIRE EQUIPMENT	LLC - Partnership	Yes	No	No	08/29/2024		6,427.59
USAP	P50230	108078	835697	Check	1 1882		OFFICE OF MN IT SERVICES	Other	Yes	No	No	08/29/2024		5.25
USAP	P50230	108063	835698	Check	1 11219		PAUL H BROOKS PUBLISHING CO	S Corporation	Yes	No	No	08/29/2024		499.90
USAP	P50230	108058	835699	Check	1 10530		PETERSON COMPANIES INC	S Corporation	Yes	No	No	08/29/2024		15,350.00
USAP	P50230	108110	835700	Check	1 8152		PITNEY BOWES	C Corporation	Yes	No	No	08/29/2024		265.59
USAP	P50230	108083	835701	Check	1 2219		POSTMASTER	Other	Yes	No	No	08/29/2024		1,980.04

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P50230	108100	835702	Check	1 5544	R1	PROFESSIONAL TURF & RENOVATION	S Corporation	Yes	No	No	08/29/2024	3,500.00
USAP	P50230	108084	835703	Check	1 2261		RED WING HIGH SCHOOL-ISD 256	Other	Yes	No	No	08/29/2024	200.00
USAP	P50230	108116	835704	Check	1 9521		RITeway BUSINESS FORMS	C Corporation	Yes	No	No	08/29/2024	313.43
USAP	P50230	108092	835705	Check	1 2704	R2	SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	08/29/2024	253.00
USAP	P50230	108067	835706	Check	1 11745		SCHREIBER MULLANEY CONSTRUCTI	S Corporation	Yes	No	No	08/29/2024	214,005.55
USAP	P50230	108085	835707	Check	1 2387		SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	08/29/2024	70.27
USAP	P50230	108086	835708	Check	1 2398		SIMLEY HIGH SCHOOL	Other	Yes	No	No	08/29/2024	200.00
USAP	P50230	108087	835709	Check	1 2465		STATE SUPPLY CO INC	S Corporation	Yes	No	No	08/29/2024	770.62
USAP	P50230	108088	835710	Check	1 2476		STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	No	No	08/29/2024	1,620.00
USAP	P50230	108103	835711	Check	1 6737		STUDENT ACTIVITIES PETTY CASH		Yes	No	No	08/29/2024	800.00
USAP	P50230	108089	835712	Check	1 2500		SUPREME SCHOOL SUPPLY CO	S Corporation	Yes	No	No	08/29/2024	377.71
USAP	P50230	108072	835713	Check	1 11994		TGA OF EASTERN TWIN CITIES	C Corporation	Yes	No	No	08/29/2024	1,530.00
USAP	P50230	108061	835714	Check	1 10935	R1	THE DAVEY TREE EXPERT COMPANY	C Corporation	Yes	No	No	08/29/2024	2,993.75
USAP	P50230	108090	835715	Check	1 2548	R1	T-MOBILE	C Corporation	Yes	No	No	08/29/2024	146.61
USAP	P50230	108096	835716	Check	1 4015	R1	VIRCO	C Corporation	Yes	No	No	08/29/2024	45,625.44
USAP	P50230	108091	835717	Check	1 2687		YOUTH FRONTIERS, INC.	C Corporation	Yes	No	No	08/29/2024	1,500.00
USAP	P50230	108102	835718	Check	1 6727		ZEH TEK INC	S Corporation	Yes	No	No	08/29/2024	149.00

Bank Total: \$1,645,669.96

Report Total: \$1,645,717.36

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USPR	p252p1	107871		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	08/06/2024	51,680.61
USPR	p252p1	107872		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/06/2024	38,353.62
USPR	p252p1	107873		Wire	1	2016	MN TRA	Other	No	Yes	No	08/06/2024	139,513.75
USPR	p252p1	107874		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	08/06/2024	229,960.91
USPR	p252p1	107875		Wire	1	3283	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/06/2024	364.25
USPR	p252p1	107876		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	08/06/2024	0.00
USPR	p252p1	107877		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/06/2024	27,916.12
USPR	p252p2	107996		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	08/23/2024	51,567.53
USPR	p252p2	107997		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/23/2024	39,962.38
USPR	p252p2	107998		Wire	1	2016	MN TRA	Other	No	Yes	No	08/23/2024	139,429.89
USPR	p252p2	107999		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	08/23/2024	235,841.27
USPR	p252p2	108000		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	08/23/2024	397.40
USPR	p252p2	108001		Wire	1	3283	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/23/2024	311.08
USPR	p252p2	108002		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	08/23/2024	0.00
USPR	p252p2	108003		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/23/2024	29,470.68
USPR	p252p2	108009		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/23/2024	(40.74)
USPR	p251p3	107859	105758	Check	1	11734	THE HARTFORD	C Corporation	Yes	Yes	No	08/01/2024	10,162.25
USPR	p252p1	107878	105759	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	08/06/2024	10.00
USPR	p252p2	108008	105760	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	08/23/2024	56.00
USPR	p252p2	108005	105761	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	08/23/2024	10.00
USPR	p252p2	108006	105762	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	Yes	No	08/23/2024	1,959.50
USPR	p252p2	108007	105763	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	08/23/2024	32.00
USPR	p252p2	108004	105764	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	No	No	08/23/2024	80.00
USPR	p252p3	108121	105765	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	08/29/2024	10,123.17

Bank Total: \$1,007,161.67

Report Total: \$1,007,161.67

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USBP	P502B1	107989	1318	Check	1	10938	DERAU CONSTRUCTION LLC	LLC - S Corp	Yes	Yes	No	08/22/2024	14,976.75
USBP	P502B1	107992	1319	Check	1	11869	HUOT CONSTRUCTION AND SERVICES	C Corporation	Yes	Yes	No	08/22/2024	187,920.68
USBP	P502B1	107994	1320	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	08/22/2024	55,710.40
USBP	P502B1	107990	1321	Check	1	11850	RIGHT-WAY CAULKING, INC	C Corporation	Yes	No	No	08/22/2024	166,671.03
USBP	P502B1	107991	1322	Check	1	11868	VINCO INC	S Corporation	Yes	Yes	No	08/22/2024	131,980.10
USBP	P502B1	107993	1323	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	08/22/2024	3,801.29
USBP	P502B2	108120	1324	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/29/2024	11,921.99
USBP	P502B2	108119	1325	Check	1	10530	PETERSON COMPANIES INC	S Corporation	Yes	No	No	08/29/2024	5,000.00

Bank Total: \$577,982.24

Report Total: \$577,982.24

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
ACTV	P01ASA	107858		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	No	No	08/01/2024	63.06
ACTV	P01ASB	107879		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	08/08/2024	281.85
ACTV	P02AS2	107881	38260	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	08/08/2024	759.00
ACTV	P02AS2	107882	38261	Check	1	8295	MATUZAK, JOEL	Ind/Sole Proprietor	Yes	Yes	No	08/08/2024	2,750.00
ACTV	P02AS2	107880	38262	Check	1	11992	R1 NORTHWEST GUILFORD BAND BOOST	C Corporation	Yes	Yes	No	08/08/2024	250.00
ACTV	P02AS3	107913	38263	Check	1	7311	STEVE WEISS MUSIC INC.	S Corporation	Yes	Yes	No	08/15/2024	5,257.95
ACTV	P02AS4	107987	38264	Check	1	1360	R1 EASTVIEW HIGH SCHOOL MARCHING	Other	Yes	No	No	08/22/2024	150.00
ACTV	P02AS4	107986	38265	Check	1	11497	EDEN PRAIRIE BANDS	C Corporation	Yes	No	No	08/22/2024	200.00
ACTV	P02AS4	107988	38266	Check	1	3626	R1 THE WEXFORD AT EMERALD GREENS	Ind/Sole Proprietor	Yes	No	No	08/22/2024	3,000.00

Bank Total: \$12,711.86

Report Total: \$12,711.86

# HASTINGS PUBLIC SCHOOLS

## Dental Self-Funded Summary

### Period Ending August 31, 2024

Sequence: Crs, Org, Fd

										25ADP				% YTD		Remaining
Description										Annual Budget	Period 202502	Year To Date	% YTD	Encumbrances	+ Enc	Balance
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(40,000.00)	(3,731.39)	(8,343.97)	21%	0.00	21%	(31,656.03)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(491,628.00)	(7,021.92)	(75,412.94)	15%	0.00	15%	(416,215.06)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(104,718.00)	(2,212.91)	(11,250.67)	11%	0.00	11%	(93,467.33)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(119,011.00)	(8,350.69)	(20,065.24)	17%	0.00	17%	(98,945.76)
E	20	005	105	000	236	000	422	000	Dental Insurance Claims	0.00	143,400.93	143,400.93	0%	0.00	0%	(143,400.93)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	36,369.00	3,037.50	6,001.50	17%	0.00	17%	30,367.50
E	20	005	105	000	302	000	422	000	Claims-Dental	615,081.00	(61,448.01)	0.00	0%	0.00	0%	615,081.00
<b>000 Districtwide</b>										<b>(103,907.00)</b>	<b>63,673.51</b>	<b>34,329.61</b>	<b>(33%)</b>	<b>0.00</b>	<b>(33%)</b>	<b>(138,236.61)</b>
<b>Report Totals:</b>										<b>(103,907.00)</b>	<b>63,673.51</b>	<b>34,329.61</b>	<b>(33%)</b>	<b>0.00</b>	<b>(33%)</b>	<b>(138,236.61)</b>

# HASTINGS PUBLIC SCHOOLS

## Health Self-Funded Summary

### Period Ending August 31, 2024

Sequence: Crs, Org, Fd

										25ADP			% YTD	Remaining		
										Annual Budget	Period 202502	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	095	000	422	000	Employer Share/Premiums	(8,166,826.00)	(95,775.50)	(1,033,767.00)	13%	0.00	13%	(7,133,059.00)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,220,330.00)	(24,918.50)	(259,171.00)	21%	0.00	21%	(961,159.00)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(444,961.00)	(39,545.87)	(73,755.67)	17%	0.00	17%	(371,205.33)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(27,899.00)	(3,569.00)	(7,138.00)	26%	0.00	26%	(20,761.00)
R	21	000	000	000	092	000	422	000	Interest -Health	(165,000.00)	(10,993.87)	(18,523.30)	11%	0.00	11%	(146,476.70)
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	4,968.00	1,230.00	1,230.00	25%	0.00	25%	3,738.00
E	21	005	105	000	317	000	422	000	Network Fees	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	322	000	422	000	PaydHealth Fees	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	223	000	422	000	Medical Insurance Claims	0.00	1,393,624.33	1,393,624.33	0%	0.00	0%	(1,393,624.33)
E	21	005	105	000	224	000	422	000	Pharmacy Claims	0.00	269,064.86	269,064.86	0%	0.00	0%	(269,064.86)
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fex	(100,000.00)	(3,125.70)	(3,125.70)	3%	0.00	3%	(96,874.30)
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	20,000.00	1,538.00	3,046.00	15%	0.00	15%	16,954.00
E	21	005	105	000	302	000	422	000	Claims-Medical	7,990,000.00	(779,711.95)	0.00	0%	0.00	0%	7,990,000.00
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,410,000.00	(94,043.68)	0.00	0%	0.00	0%	1,410,000.00
E	21	005	105	000	307	000	422	000	Health Carrier TPA	243,829.00	35,524.64	35,524.64	15%	0.00	15%	208,304.36
E	21	005	105	000	308	000	422	000	StopLoss	506,134.00	40,446.66	40,446.66	8%	0.00	8%	465,687.34
E	21	005	105	000	309	000	422	000	Fitness reimbursements	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,00	41,200.00	0.00	20,600.00	50%	0.00	50%	20,600.00
<b>000 Districtwide</b>										<b>91,115.00</b>	<b>689,744.42</b>	<b>368,055.82</b>	<b>404%</b>	<b>0.00</b>	<b>404%</b>	<b>(276,940.82)</b>
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(654,000.00)	(41,000.00)	(82,050.00)	13%	0.00	13%	(571,950.00)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	0.00	(3,321.00)	109%	0.00	109%	276.00
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	654,000.00	41,000.00	82,050.00	13%	0.00	13%	571,950.00
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	0.00	3,321.00	109%	0.00	109%	(276.00)
<b>326 District Additional R/E</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	0.00	447.55	895.10	0%	0.00	0%	(895.10)
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	0.00	0.00	0.00	0%	0.00	0%	0.00
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
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	0.00	0.00	0%	0.00	0%	0.00
<b>331 Wellness R/E</b>										<b>0.00</b>	<b>447.55</b>	<b>895.10</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(895.10)</b>
<b>Report Totals:</b>										<b>91,115.00</b>	<b>690,191.97</b>	<b>368,950.92</b>	<b>405%</b>	<b>0.00</b>	<b>405%</b>	<b>(277,835.92)</b>



## 615 BASIC STANDARDS TESTING, ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEP, SECTION 504 ACCOMMODATIONS, AND LEP STUDENTS

### I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of basic skills testing.

### II. GENERAL STATEMENT OF POLICY

#### A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
  - a) The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
    - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
    - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
    - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;
    - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively

participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b) MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

#### B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

#### 2. Eligibility Requirements

a) The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b) The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c) For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community

environments.

- d) The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
  - e) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
3. Alternate ACCESS participation decisions must not be made on the following factors:
- a) Student's disability category
  - b) Participation in a separate, specialized curriculum;
  - c) Current level of English language proficiency;
  - d) The expectation that the student will receive a low score on the ACCESS for ELs;
  - e) Language, social, cultural, or economic difference
  - f) Concern for accountability calculations.

#### C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

~~The school district will utilize the existing annual review of Individualized Education Programs (IEPs) or Section 504 Accommodation plans to review, on a case-by-case basis, the extent of student participation in basic standards testing. Students with LEP needs must be identified and accommodations made.~~

### III. DEFINITION OF TERMS

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through [minnesota.pearsonaccessnext.com/policies-and-procedures](http://minnesota.pearsonaccessnext.com/policies-and-procedures). ~~See "Guidelines for Accommodations in the Minnesota Assessment System" document which can be found on the Minnesota Department of Education's website at: <http://education.state.mn.us/mde/static/000782.pdf>.~~

### IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and Guidelines for Administration of Accommodations and Linguistic Supports. ~~See “Guidelines for Accommodations in the Minnesota Assessment System” document which can be found on the Minnesota Department of Education’s website at: <http://education.state.mn.us/mde/static/000782.pdf>.~~

## V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. ~~This will be done annually by December 1.~~ Testing results will be documented and reported.

**Legal References:** *Minn. Stat. § 120B.11 (School District Process For Reviewing Curriculum, Instruction and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness*~~*the World’s Best*~~ *Workforce)*  
*Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)*  
*Minn. Stat. § 125A.08 (Individualized Education Programs)*  
*Minn. Rules Parts 3501.0660-40-3501.0655 (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)*  
*Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS), <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>*  
*Alternate ACCESS for ELLs Participation Guidelines, <https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>*

**Cross References:** *ISD 200 Policy 104 (School District Mission Statement)*  
*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 616 (School District System Accountability)*

*Policy Reviewed:* 07.01.2024

*Policy Adopted:* 09.25.2024

*Policy Revised:* 07.01.2024



*Hastings Public School District  
ISD #200*

## **503.1PR STUDENT ATTENDANCE PROCEDURE**

### **I. Releasing Children from School to Parent or Legal Guardian**

- A. No child should be released from school to any person other than the parent or legal guardian (or police, probation parole officer, or duly authorized representatives of the County Human Services Department) unless the school has reasonable proof that the parent has custody or the guardian has given permission for such release.
- B. In the event that the parents are legally separated, the school should release the child only with the consent of the parent having custody.
- C. When a parent or legal guardian telephones a request that a child be released from school, the school should verify the call before releasing the child, should there be a question as to the validity of the request.
- D. Verification can be accomplished by returning the call to the parent or legal guardian by using the other telephone numbers listed on the emergency referral card or other documents.

*Revised: 11.15.2006*

*Adopted: 05.09.1974*

*Sunset: 09.25.2024*

**HR PERSONNEL REPORT**

**Board Meeting Date:**

**9.25.24**

**RETIREMENT/RESIGNATION/TERMINATION**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Chamberlain, Casey	Resignation	Paraprofessional - Title I; 3 Hours / Day Kennedy Elementary	Paraprofessional	September 3, 2024
Gotto, Jacob	Resignation	Wrestling Coach; Hours Vary Hastings High School	N/A	June 7, 2024
Hultberg, Katherine	Resignation	Grade 3 Teacher; 1.0 FTE Pinecrest Elementary	ED MN - Teachers	June 7, 2024
Knoll, Tom	Retirement	Lead Custodian; 8 Hours / Day McAuliffe Elementary	Custodian	December 27, 2024
Knutson, Travis	Resignation	Cleaner; 4 Hours / Day Hastings Middle School	Custodian	August 8, 2024
LaCombe, Richard	Resignation	Paraprofessional Substitute; Hours Vary District Wide	N/A	September 17, 2024
Leeson, Jeannie	Resignation	Health Services Substitute; Hours Vary District Wide	N/A	August 22, 2024
Ludwig, Tammy	Resignation	Admin Assistant to Superintendent; 8 Hours / Day; District Office	Unaffiliated	September 17, 2024
Schmitz, Tim	Retirement	Custodian; 8 Hours / Day Hastings High School	Custodian	October 31, 2024
Wood, Terri	Resignation	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 2, 2024

**HIRES / REHIRES**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY PLACEMENT/HOURLY RATE</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Anderson, Mikah	Paraprofessional - Lunch/Recess Aide Substitute; Hours vary District Wide	\$16.37 / Hour	N/A	September 9, 2024
Appert, Nicole	Paraprofessional; 6.25 Hours / Day Hastings High School	\$20.96 / Hour	Paraprofessional	September 12, 2024
Boudreau, Mia	Kids Campus Assistant Staff; 12.75 Hours / Week Kennedy Elementary	\$18.25 / Hour	Comm Ed Para	September 5, 2024
Foreman, Patricia	Paraprofessional - Title I; 3 Hours / Day Kennedy Elementary	\$22.94 / Hour	Paraprofessional	September 9, 2024
Jorgensen, Gabriel	Maintenance Specialist; 8 Hours / Day Elementary Sites	\$29.48 / Hour	Custodian	September 9, 2024
Kummer, Justin	Custodian; 8 Hours / Day Pinecrest & Kennedy Elementary	\$22.44 / Hour	Custodian	September 11, 2024
LaCombe, Richard	Paraprofessional Substitute; Hours vary District Wide	\$19.40 / Hour	N/A	September 12, 2024
Lenertz, Simone	Occupational Therapist; 1.0 FTE Kennedy, Hastings Middle & High School	\$77,181 Annually	ED MN - Teachers	August 26, 2024

Mielke, Erica	Paraprofessional Substitute; Hours vary District Wide	\$19.40 / Hour	N/A	September 12, 2024
Stettner, Emma	Paraprofessional; 6.25 Hours / Day Hastings High School	\$20.96 / Hour	Paraprofessional	September 10, 2024
Torres-Berumen, Mildred	Cook Assistant; 3 Hours / Day Hastings Middle School	\$19.02 / Hour	Food Service	September 17, 2024
Triplett, Dominique	Paraprofessional Substitute; Hours vary District Wide	19.40 / Hour	N/A	September 17, 2024
Viall, Jesse	Grounds Worker; 8 Hours / Day District Wide	\$24.37 / Hour	Custodian	September 10, 2024
Welshons, Olivia	Non-Contracted Counselor; 2.5 Hours / Day - 56 Days / Year Pine Harbor	\$34.74 / Hour	N/A	September 3, 2024
Zak, Bradyn	Paraprofessional Substitute; Hours vary District Wide	\$19.40 / Hour	N/A	September 3, 2024

#### ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Brown, Alisha	Kids Campus Assistant Staff; 3.25 Hours / Day McAuliffe Elementary	Kids Campus Asst Staff Sub; Hours Vary District Wide	N/A	September 3, 2024
Fox, Mary Ellen	Health Services Coordinator; 8 Hours / Day Tilden Community Center	Supervisor of Health Services; 8 Hrs / Day Tilden Community Center (Note: Change in Title Only)	Supervisors	August 23, 2024
McAllister, Lindsey	Cook Assistant; 3 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	August 27, 2024
McGinnis, Angie	Licensed Comm. Ed Coordinator; 8 Hours / Day Tilden Community Center	Suprv. of Early Childhood Prog.; 8 Hrs / Day Tilden Community Center (Note: Position moved to Supervisor bargaining group; change in title)	Supervisors	August 23, 2024
Sibenaler, Natalie	Kids Campus Assistant Staff; 4.25 Hours / Day McAuliffe Elementary	Kids Campus Asst Staff Sub; Hours Vary District Wide	N/A	September 3, 2024
Tamaro, Noah	Kids Campus Assistant Staff; 3 Hours / Day McAuliffe Elementary	Kids Campus Asst Staff Sub; Hours Vary District Wide	N/A	September 3, 2024



## **RECOMMENDATION TO APPROVE COLLAPSED CLASSROOM MOUS**

**September 25, 2024**

Administration is recommending approval of two Memorandums of Understanding (MOUs); one providing rates of pay for elementary collapsed classrooms and the other for secondary collapsed classrooms. An MOU addressing collapsed classroom compensation for 2023-2024 was included with the settlement of the 2023-2025 Ed Minnesota - Hastings Teachers' Master Agreement, with the understanding that the parties would confer about whether the MOUs would continue in 2024-2025. The District and the Union mutually agree to continuing with MOUs through the 2024-2025 school year.

Submitted by: Cathy Moen, Director of Human Resources

**Memorandum of Understanding - Secondary Collapsed Classroom**

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and Education Minnesota-Hastings (hereinafter referred to as the "Association").

WHEREAS, the District has found it necessary, when no substitute has been secured, or colleague available to cover the class, to collapse a classroom(s) and divide students from one classroom into the classroom(s) of another teacher(s); and

WHEREAS, the Education Minnesota-Hastings Master Agreement currently does not provide a rate of payment in such circumstances; and

WHEREAS, the MOU previously in place sunsetted at the end of the 2023-2024 school year with the agreement that the Association and the District would revisit it to determine if it would continue into the 2024-2025 school year.

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

1. The practice of collapsed classroom will be utilized at the discretion of the building principal; and
2. Teachers required to take half or more of the students from another teacher's classroom, because there is no coverage available (by either a colleague or a sub) shall be eligible for compensation in accordance with this MOU; and
3. Such teachers shall be eligible to receive compensation at the rate of \$50 per hour (rounded to the nearest half hour), consistent with the hourly rate provided in Appendix B of the Education Minnesota-Hastings Master Agreement for "Covering a Colleague's Classroom"; and
4. Teachers opting to take additional students into their classroom, despite coverage being available, shall not be eligible for additional compensation; and
5. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation; and
6. This MOU shall be in effect for the 2024-2025 school year only, retroactive to the start of the school year. The need for this MOU will be revisited during the negotiation of the 2025-2027 Master Agreement.

HASTINGS PUBLIC SCHOOLS - ISD 200

EDUCATION MINNESOTA - HASTINGS

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
FOR THE DISTRICT

BY: \_\_\_\_\_  
ITS PRESIDENT

**Memorandum of Understanding - Elementary Collapsed Classroom**

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and Education Minnesota-Hastings (hereinafter referred to as the "Association").

WHEREAS, the School District and the Association agree that, from time to time, it is necessary to collapse elementary classrooms when a substitute teacher cannot be secured; and

WHEREAS, the Education Minnesota-Hastings Master Agreement currently does not provide a rate of payment in such circumstances; and

WHEREAS, the MOU previously in place sunsetted at the end of the 2023-2024 school year with the agreement that the Association and the District would revisit it to determine if it would continue into the 2024-2025 school year.

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

1. The practice of collapsed classroom will be utilized at the discretion of the building principal; and
2. A collapsed classroom shall be defined as dispersing the students from one classroom into the classroom of another teacher(s), for the period of time in which the classroom is left without a certified substitute to direct the class; and
3. Teachers who, as a result of a collapsed classroom, are required to teach a minimum of an additional six students, for at least one hour, shall be compensated at the rate of \$50 per hour for each hour the collapsed classroom is taught, consistent with the hourly rate provided in Appendix B of the Education Minnesota-Hastings Master Agreement for "Covering a Colleague's Classroom"; and
4. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation; and
5. This MOU shall be in effect for the 2024-2025 school year only, retroactive to the start of the school year. The need for this MOU will be revisited during the negotiation of the 2025-2027 Master Agreement.

HASTINGS PUBLIC SCHOOLS - ISD 200

EDUCATION MINNESOTA - HASTINGS

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
FOR THE SCHOOL DISTRICT

BY: \_\_\_\_\_  
ITS PRESIDENT



## **RECOMMENDATION TO APPROVE SPEECH LANGUAGE PATHOLOGIST ASSISTANT POSITION**

**September 25, 2024**

Due to a significant number of vacancies, the District has experienced difficulty in filling all of our licensed Speech Language Pathologist positions. In an effort to ensure services are provided to students in accordance with IEPs, administration is recommending approval of a new position for Speech Language Assistant. This position will work under the direction of a licensed Speech Language Pathologist to provide direct services to students. It will be a part of the Educational Support Professionals (ESP) bargaining group and will be paid in accordance with the established pay schedule for the Certified Occupational Therapy Assistant (COTA), with a classification of grade 10.

Submitted by: Cathy Moen, Director of Human Resources



# HASTINGS PUBLIC SCHOOLS

## POSITION DESCRIPTION

**Job Title:** Speech Language Pathology Assistant

**Department:** Special Services

**FLSA Status:** Non-Exempt

**Bargaining/Work Unit:** Educational Support Assistant

**Reports To:** Director of Special Services

**Band/Grade:** 10

**Position Description Last Updated:** 9.1.24

**Classification Last Reviewed:** 9.6.24

### JOB SUMMARY

Under the general direction of the Director of Special Services and guidance of the Speech Language Pathologists (SLP), the Speech Language Pathology Assistant is responsible for providing direct and indirect services to students with speech/communication disabilities, including contribution to and participation in both the intervention and documentation process, in accordance with Individual Educational Plans (IEPs).

### SUPERVISORY RESPONSIBILITIES

Direct: None

Indirect: None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### **Student Support**

**Percent of Time: 95%**

- Provides direct, indirect, and consultative communication therapy services under the supervision of an SLP, in accordance with the student's IEP.
- In collaboration with the SLP, advises on strategies to students, teachers, instructional assistants and others involved in the child's care for the purpose of providing appropriate care to the student and/or supporting the student's IEP.
- Adapts school and classroom environments, tools, and materials in collaboration with the SLP for the purpose of improving student communication and facilitating student access to curricular and instructional activities.
- Preps materials and makes visuals for speech services provided to students as needed.
- Assists with transitioning skills into general education classrooms.
- Maintains files and/or records including progress reports and day-to-day documentation for student services; includes documentation required for third party billing for provided services.
- Drafts present levels of performance for review by the SLP.
- Attends building and department meetings for the purpose of conveying and/or receiving information and relaying information to the SLP in a timely manner.
- Maintains treatment equipment and supplies in clean and proper working condition.

## **Special Projects**

**Percent of Time: 5%**

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of current educational issues and best practices.
- Ability to work and communicate effectively with students with various speech/communication delays and disabilities.
- Knowledge of, and ability to apply, effective intervention strategies.
- Ability to implement and carry out prescribed speech therapy activities in accordance with IEP and treatment plans.
- Ability to instruct students and families on basic occupational therapy techniques.
- Knowledge of developmental sequencing principles for children.
- Understanding of, and ability to complete, required documentation, medical assistance activity logs, progress notes.
- Ability to instruct students and families on basic speech therapy techniques.
- Ability to apply problem solving processes and creative thinking skills.
- A current working knowledge of applicable state and federal laws and regulations related to work, including the Individuals with Disabilities Act (IDEA) and the IEP process and the Federal Educational Rights and Privacy Act (FERPA).
- Knowledge of District policies and procedures, including those related confidentiality and privacy of data.
- Ability to communicate and establish positive relationships with students, parents, school staff, and other agencies.
- Ability to maintain confidentiality of student information.
- Demonstrated exceptional customer services skills including responsiveness and follow through.
- Highly developed interpersonal skills including listening, communication, and presentation of information.
- Ability to work cooperatively with others in a manner that builds respect and teamwork.
- Ability to effectively communicate through a variety of mediums, including written and verbal.
- Excellent organizational, planning, and time management skills.
- Working independently with minimal supervision.
- Skilled in dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns, and ability to use persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.
- Demonstrated consistent and reliable attendance.

## **EDUCATION/CERTIFICATION REQUIREMENTS\***

- Completion of an A.A.S. degree from an accredited Speech Language Pathology Assistant program.

## **EXPERIENCE REQUIREMENTS\***

- Experience as a Speech Language Pathology Assistant.
- Experience in a K-12 setting preferred.

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

## PHYSICAL JOB REQUIREMENTS

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

### Physical Job Requirements:

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

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

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



## RECOMMENDATION TO APPROVE UPDATED NON-CONTRACT RATES OF PAY

September 25, 2024

Administration is recommending approval of the following additions/updates to the Non-Contracted Rates of Pay:

1. Addition of a non-public rate of pay for Title I teacher. This position is now being staffed by individuals at the non-public schools; and
2. Added note for Crossing Guard indicating that the rate of pay is per session (not per hour); and
3. Addition of Instructional Assistant (SAC) indicating that current employees will be paid at their regular contract rate; and
4. Increase in the rates for Light/Sound Assistant and Student Workers/Assistant in order to ensure that minimum wage rates are complied with (the rates increase to \$11.13 per hour on January 1, 2025); and
5. Update to Student Assistant line noting "Supervision" (rather than specific to Lunchroom/Playground); and
6. Increase in the rate for substitute teachers to \$200 per day; and
7. Updated Middle School Official Pay Schedule included as attachment.

Submitted by: Cathy Moen, Director of Human Resources



**HASTINGS PUBLIC SCHOOLS**  
**NON-CONTRACTED RATES OF PAY**  
**Updated September 25, 2024**

POSITION	HOURLY RATE
Accompanist	\$35.00
Activities/Athletics	
Athletic Trainer/Lifeguard	\$25.00
High School Officials	Per the Metro Officials Fee Structure
Middle School Officials	See MS Official Pay Schedule
Raiders Express Coach	\$20.00
Raiders Express Lead	\$25.00
School Activities/Athletic Event Workers/Ticket Takers (Effective 6.1.23)	\$18.00
Section/Region/State/MSHSL Events	Per Respective Event Guidelines
Site Managers	\$22.00
Table Workers	\$20.00
AVID Tutors (non-student)	\$12.50
Community Ed Instructors	As Negotiated
Counselor (Non-Public)	\$34.74
Crossing Guards (Pd through City of Hastings)* (Note: rate per session)	\$16.25
Drivers Ed Instructors (Classroom and Behind the Wheel)	\$34.00
Early Childhood Program Assistant (Less than 10.5 hours)	\$18.00
Educational Support Professional	
Instructional Assistant (School year only)***	\$19.40
Instructional Assistant (Summer School and Targeted Svcs.)	\$22.00
Student Assistant (Supervision)	\$16.37
Food Service	
Cook Assistant	\$17.50
Interpreters**	\$30.00
Light/Sound Technician (Facilities)	\$26.00
Light/Sound Assistant	\$11.25
Nurses	
Non-Public Nurse (RN)	\$33.68
Summer/Substitute LPN***	\$25.98
Summer/Substitute RN***	\$31.42
School Age Care (SAC)	
SAC Program Assistant (Less than 10.5 hrs/wk)	\$15.30
Summer SAC Assistant***	\$15.30
Summer SAC Program Lead***	\$21.50
SAC Instructional Assistant	***
Site/Facilities/Open Gym Supervisor	\$15.00
Snow Plow (Temporary)	\$21.50
Student Workers/Assistants	\$11.25
Substitute Teacher (Includes Floating and Short Call Pilot through MDE) (New rate effective 10.7.24)	\$200/day
Summer Grounds/Custodial	\$16.00
Summer Grounds - Large Mower	\$16.50
Temporary Clerical / Tech Support / Other Support Staff***	\$17.84
Test Proctors***	\$20.00
Title I Teacher (Non-Public)	\$32.46

\* Rate subject to contract with City

\*\* Rate rounded to nearest quarter hour

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



HASTINGS PUBLIC SCHOOLS  
MIDDLE SCHOOL ATHLETICS  
OFFICIALS PAY SCHEDULE 2024-2025

POSITION	RATE
<b>Cross Country</b>	
Meet Manager	\$85
<b>Baseball (1 official)</b>	
Single Game	\$89
Two 5-inning games	\$135
<b>Basketball (2 officials)</b>	
Single Game	\$57
Double Header	\$114
<b>Football</b>	
3 Officials	\$76
2 Officials	\$90
1 Official	\$90
<b>Soccer (1 official)</b>	
Single Game	\$60
Double Header	\$119
<b>Softball (1 official)</b>	
Single Game	\$69
Two 5-inning games	\$104
<b>Swim/Dive (based on negotiated rate)</b>	
Meet 1 Official	\$79
Meet 2 Officials	\$89
Invitational (per hour)	\$44
<b>Track and Field</b>	
Starter	\$85
Clerk	\$64
Meet Manager	\$64
Event Manager	\$38
<b>Volleyball (1 official)</b>	
Per Match	\$47
Tournament Match	\$43
<b>Wrestling (1 official)</b>	
Single Match	\$70
Double Header	\$100
Tournaments (per hour)	\$23

Minnesota Department of Education  
Levy Limitation and Certification Report  
2024 Payable 2025

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

Date Printed: 9/25/24  
Limits Updated: 9/24/24  
Proposed Submitted: 9/25/24

**LIMIT**

**PROPOSED**

**SUBTOTALS BY LEVY CATEGORY**

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

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

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

**SUBTOTALS BY FUND**

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

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

**SUBTOTALS BY TAX BASE**

- REFERENDUM MARKET VALUE
- NET TAX CAPACITY

**SUBTOTALS BY TRUTH IN TAXATION CATEGORY**

- VOTER APPROVED
- OTHER

**TOTAL LEVY**

- TOTAL LEVY

The school district must submit the completed original of this form to the home county auditor by September 30, 2024. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by October 7, 2024.

The certified levy listed above is the levy voted by the school board for taxes payable in 2025.

Signature of School Board Clerk

\_\_\_\_\_

Date of Certification

\_\_\_\_\_

**School Sanctioned Trips Approval Form**

**Hastings ISD 200**

<b>Department/Staff Coordinating</b>	8th Grade - Mark Cernohous					
<b>Fund 10 &amp; Account Name</b>	R 11 130 211 000 050 556 \$3936 (Roll over from 2023 Trip)					
<b>Fund 11 &amp; Account Name</b>	E 11 130 211 733 360 442 422 \$9200 (Bus Cost)					
<b>Purpose</b>	Provide 8th grade students with an overnight, outdoor educational experience.					
<b>Destination</b>	Eagle Bluff Environmental Center					
<b>Type(s) of Transportation</b>	Minnesota Coaches					
<b>Dates</b>	<b>Depart</b>	<small>Date</small> 11/18/24	<small>Time</small> 8:30AM	<b>Return</b>	<small>Date</small> 11/20/24	<small>Time</small> 2:30PM
		11/20/24			11/22/24	
<b>Cost per student</b>	\$85	<b>Attach copy of payment schedule for inclusion in Online Payment System</b>				
<b>? Student drops out after paying</b>	Department decision due to cost already incurred					
<b>? Payment was fundraised \$'s</b>	Required to stay in activity account because was earned as tax-exempt					
<b># Students participating</b>	294 8th grade students (85% participation would be 250)					
<b># Chaperones needed</b>	14 per half					
<b>All chaperone fees are the responsibility of the chaperone (not including activity affiliated staff members)</b>						
<b>How are you ensuring equitable access for students of need?</b>	Families will have the ability to request financial aid via a scholarship.					
<b>Are there any additional pre-trips or other unique arrangements to be aware of?</b>	No					
<b>P-Card-Other Expenses</b>	N/A	<b>Purpose</b>				
<b>All receipts must be obtained and returned at the end of the trip</b>						
<b>Principal Approved</b>	<i>[Signature]</i>				<b>Date</b> 9/11/2024	
<b>Superintendent Reviewed</b>	<i>[Signature]</i>				<b>Date</b> 9/17/24	
<b>Board Reviewed</b>	<b>Signature</b>				<b>Date</b>	

**LICENSE  
COUNTY OF DAKOTA PUBLIC HEALTH DEPARTMENT USE OF  
INDEPENDENT SCHOOL DISTRICT 200 SCHOOLS**

This License Agreement is made by and between INDEPENDENT SCHOOL DISTRICT 200, a public body corporate and politic ("Licensor") and the County of Dakota, a political subdivision of the State of Minnesota in its role as the Dakota County Community Health Board ("Licensee") to allow Licensee to license space at multiple school sites ("Sites").

**RECITALS**

- A. Licensor owns Sites within Dakota County; and
- B. Licensee has responsibility to prevent and control communicable diseases and to provide assistance for other types of emergencies in Dakota County, pursuant to Minnesota Statutes Chapter 145A, and wishes to use space in multiple Sites for providing services to the general public or to Licensor's students and staff for emergencies; and
- C. Licensor has agreed to grant a License to Licensee to use portions of the Sites on an as needed basis, upon the terms and conditions stated herein.

In consideration of the foregoing premises and the covenants herein, Licensor hereby grants a license to Licensee and Licensee accepts such license, subject to the following terms and conditions:

1. License Granted. Licensor hereby grants to Licensee the non-exclusive use of portions of various Licensor owned Sites which are currently identified on Exhibit A ("Licensed Space") subject to the conditions set forth in License:
  - (a) Licensed Space shall be available for scheduled use by Licensee generally during hours and at times they will not interfere with Licensor's own uses of the Licensed Space or as mutually agreed upon by the parties at the time of need. Such hours shall be determined as part of the request for use of space guidelines referenced in Section 3.
  - (b) Licensee may bring public health materials, equipment, and supplies into the Licensed Space such as medications, vaccine, coolers, alcohol wipes, etc. and other items such as cell phones, radios and computers. Licensee shall be solely responsible for care and maintenance of its materials, equipment, and supplies.
  - (c) Licensee may have use of Licensor furnishings and equipment such as tables, chairs, TVs, copiers or other available school district equipment as mutually agreed upon during the request for use of space referenced in Section 3.
  - (d) Licensee shall have use of the Licensed Space rent-free; however, Licensee shall replace or reimburse Licensor for any of Licensor's supplies that may be used by the Licensee in the conduct of the Permitted Use activities. Licensee shall also reimburse Licensor for copier and

fax costs and long distance telephone charges that may occur as a result of Permitted Use activities.

- (e) Licensee shall restore the Licensed Space to the condition found prior to use and pay for any damage to Licensor's real or personal property caused as a result of Licensee activities.
  - (f) Licensee shall remove all medical waste and hazardous waste from the Licensed Space after each use. Licensee may use the Licensor's waste receptacles for non-medical waste and non-hazardous waste.
  - (g) The Licensor may elect to document additional expenses incurred by the Licensor associated with Permitted Use activities, such as custodial overtime, and submit a breakdown of those expenses to the Licensee at the conclusion of the Permitted Use. The Licensee shall work with the Licensor to submit those expenses for reimbursement through funding sources, if any, that are made available to offset such costs of the related emergency.
  - (h) Licensor and Licensee may periodically agree to modify the approved sites listed in Exhibit A. Such modifications shall require the approval of the Licensor's authorized representative and the Licensee's authorized representative, and shall be reduced to writing, signed by the parties hereto, and attached as an Exhibit to this License.
  - (i) Licensee shall provide all personnel necessary to carry out the emergency public health activities contemplated by this license agreement, except as provided in Paragraph 5.
2. Permitted Use. Licensee shall use the Licensed Space only for emergency public health activities as determined by the Licensee's Public Health Department in its role of preventing and controlling communicable diseases or assisting in other types of emergencies. Licensee may not commit or permit any act or omission which results in the violation of law or government regulation relating to the Licensor's property. Licensee shall not permit any conduct or condition which may unduly disturb or endanger other occupants of the Site or interfere with Licensor's use of its facilities.
3. Request for Use of Licensed Space. Licensee shall complete and deliver the Request Form shown on the attached Exhibit B via courier, email, or fax to Licensor's liaison with a copy to the Superintendent for District 200 for use of the Licensed Space, as able, given the circumstances of the event. Licensee shall make telephone contact with Licensor's liaison to give notice that a Request Form is being delivered or sent. Emergency request for use of space after hours, weekends or holidays shall be submitted to Licensor's liaison at the after-hours contact number in Paragraph 18 with a concurrent phone call to submit the Request Form.
4. Review and Approval of Request. Licensor shall review a request made under Paragraph 3 to assure that use of the Licensed Space at the time requested does not interfere with Licensor's legal obligations to meet the needs of the students and communities it serves. After such determination has been made, Licensor will grant permission for use of the Licensed Space, sign the authorization for use on the Request Form and notify Licensee's contact person via telephone followed by a fax or email copy of the approved Request Form – as soon as possible but no later than 24 hours after receipt of the Request Form. If a requested site is not available, the Licensor shall make every effort to offer a suitable alternative site, as mutually agreed upon, for use by the Licensee. Licensor further agrees to provide the names, titles and 24/7 contact information of Licensor's personnel (3-deep)

with the authority to approve emergency requests for use of Licensor's space. The Licensor shall provide the Licensee with 24/7 contact information (phone numbers, faxes, emails, and addresses) for the primary contact and the designated back-ups. Upon activation of this Agreement, the Licensee shall provide Licensee 24/7 contact information (3-deep) to the Licensor on the Request Form (Exhibit B) and during initial phone contact. Both parties agree to update the other as contact information changes.

5. Access and Supervision at Sites. Licensor shall provide Licensee information on procedures for accessing and complying with security and safety at the Sites. Licensee shall not disseminate security and safety information to third parties and shall maintain data provided to it, in a manner consistent with Minnesota Government Data Practices Act. Licensor shall provide personnel to ensure that Licensee's personnel can access the facility and needed space within it, as well as a contract person to whom to refer facility questions or concerns during use of the space. Licensee shall be responsible for supervision of all activities conducted in and around the Licensed Space.
6. Common Area Use. Licensee shall have use and access to stairways, elevators, and corridors necessary for accessing the Licensed Space. Licensee may also have access and use of public rest rooms, sidewalks and parking lots at the Sites.
7. Periodic Access to the Sites. The Licensee may conduct periodic visits to the Licensed Space at times other than the requested times of use, provided that such visits are coordinated with Licensor and that notification is given to the Licensor in advance of such visits.
8. Term. The term of this license shall be for the period commencing upon the date of the signatures of the parties through December 31, 2028, unless terminated earlier by law or according to the provisions herein.
9. Right to Cancel. Licensor and Licensee each shall have the right to terminate this license with no penalty provided written notice is delivered to the other party thirty days prior to the termination date.
10. Option to Renew. Licensee may renew this License for up to two additional five-year terms provided Licensee gives written notice to Licensor at least 90 days before the Term ends.
11. Condition of Licensed Space. Subject to the terms of paragraph 13 of this License, Licensee agrees that by executing this License it is accepting the Licensed Space in its condition "as-is", and that Licensor has made and makes no representation or warranty of any kind about the condition of the Licensed Space or its fitness for any use and that Licensor has no obligation hereunder to make repairs or replacements to the Licensed Space or any part thereof.
12. Alterations by Licensee. Licensee may not make any changes, additions or improvements to the Licensed Space other than temporary movement of existing furnishings, without the prior written consent of Licensor (which may be withheld in Licensor's absolute discretion). Any change, addition or improvement to the Licensed Space approved by Licensor shall be at Licensee's sole cost and expense. Any furnishing temporarily moved by the Licensee shall be restored to their original location(s) at the end of the Licensee's use of the facility. Any addition or improvement to the Licensed Space shall be restored to its original condition at the end of Licensee's use of the facility.

13. Liability and Insurance. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this license agreement, to the extent authorized by law and shall not be responsible for the acts or omissions of the other party and the results thereof. The liability of each party shall be governed by the applicable provisions of Minn. Stat. Ch. 466 and other applicable state and federal law.

Licensor and Licensee warrant that they are able to comply with the foregoing requirements through insurance or a self-insurance program. Licensee accepts responsibility for insuring its personal property or equipment used in the performance of this License.

14. Revocation. Licensee acknowledges that this instrument is a license and not a lease, and that due to the nature of the Licensed Space and Licensee's Permitted Use therein, Licensor grants rights to Licensee under this License specifically and only on the basis that Licensor is entitled to terminate this License and revoke Licensee's right to use the Licensed Space under Section 10 without legal process and without reinstatement rights and/or time periods.
15. No Ouster. Use of the Licensed Space by Licensor or its employees, or any other party at the direction of the Licensor, will not be construed as altering or diminishing Licensee's rights or obligations under this license.
16. Surrender. Prior to the expiration or termination of the license, Licensee must remove its personal property and repair any damage caused by such removal. Licensee must leave the Licensed Space in substantially the same condition in which Licensee is required to maintain the Licensed Space, excepting only reasonable wear and tear.
17. Notices. Any and all notices permitted or required to be given in writing by either party to the other must be sent by hand delivery, overnight mail, certified or registered mail, postage prepaid to the address of the parties set forth below. Such notice will be effective two (2) days after deposit in the United States mail.

To Licensor: Tammy Champa or successor  
Superintendent  
Independent School District 200  
1000 West 11<sup>th</sup> Street  
Hastings, Minnesota 55033  
Telephone: W-651-480-7000 Ext. 7001

To Licensee: Marti Fischbach or successor  
Dakota County Community Services Director  
1 Mendota Rd. West. Suite 500  
Hastings, MN 55033  
Telephone: W-651-554-5742

18. Liaisons. To assist the Licensor and Licensee in the day-to-day exercise of the license, one or more liaisons shall be designated by the Licensor and Licensee. Licensor and Licensee agree to keep each other continually informed of the identity of their respective liaisons. At the time of the execution of this License, the following persons are the designated liaisons:

Licensors Liaison: Scott Stockdale, Director of Facilities and Safety  
Email: [sstockdale@ISD.200.org](mailto:sstockdale@ISD.200.org)  
Phone Number: W: 651-480-7000 Ext. 7053

Licensors Liaison: Kari Gorr, Community Education Director  
Email: [kgorr@ISD200.org](mailto:kgorr@ISD200.org)  
Phone: W: 651-480-7670 Ext. 7672

Minnesota Law. This License will be construed and enforced in accordance with the laws of the State of Minnesota.

This License shall be effective and operative after the fixing of the signatures for the County of Dakota and Independent School District 200.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates indicated below.

**INDEPENDENT SCHOOL DISTRICT 200**

**COUNTY OF DAKOTA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Dakota County Manager

Date of Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Approved as to form:

/s/ Suzanne W. Schrader  
Assistant County Attorney/Date  
File: KS-2024-

EXHIBIT A  
Licensed Space

Site name	Site Address	Primary or Back-up Site	Contact Person
ISD # 200	200 General Sieben Dr. Hastings, MN 55033	Primary	<p>Scott Stockdale            Director of Facilities and Safety  <a href="mailto:sstockdale@ISD.200.org">sstockdale@ISD.200.org</a>            W: 651-480-7000 Ext. 7053</p> <p>Kari Gorr            Community Education Director  <a href="mailto:kgorr@isd200.org">kgorr@isd200.org</a>            W: 651-480-7670 Ext. 7672</p> <p>Dr. Tammy Champa            Superintendent  <a href="mailto:tchampa@isd200.org">tchampa@isd200.org</a>            W-651-480-7000 Ext. 7001</p>

**Exhibit B**  
 ISD 200 Public Schools License Agreement  
 Dakota County Public Health Department  
**EMERGENCY REQUEST FORM**

**RESPONSE NEEDED BY:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**BUILDING NEEDED BY:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

SITE (S) REQUESTED			
√	1. Site	2. Date (s) & Hours of use	3. Space requested including exterior doors

**4. Additional details of the request: (See also attached documents for floor plan and resource request details)**

a. Space and room requests – details:

b. Equipment, supplies, and materials requests:

c. Other requests:

**5. Describe Emergency Use Purpose:**

6. REQUEST SENT from Dakota County Public Health Department			
Name:		Authorized Signature	
Title:		Date:	Time:
Phone 1:	Phone 2:	Fax:	Email:
Comments:			

Send to: ISD	School Contact:	TO ASSURE TIMELY RESPONSE Copy to:	
Name, Title		Name, Title	
Department		Department	
Address		Address	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	

7. APPROVAL from ISD 200			
Verbal Approval Given to Licensee Representative:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Date:	Time:
Name		Approval Signature	
Title		Date	Time
Phone 1	Phone 2	FAX	Email
Comments:			



## Proposed Resolution Submission Form

**Full name of School District** Independent School District 200, Hastings Public Schools.

**Full name of individual submitting for the school board** Matt Bruns

**Title/Position of individual submitting for the school board** Director

**Phone number** 651.226.5697

**Email address** mbruns@isd200.org

- This resolution is submitted with approval by the school board.**  
**Please provide the date on which the authoring school board approved submission of this resolution.** 09/25/2024\*

**BE IT RESOLVED, MSBA URGES THE LEGISLATURE TO (please clearly and concisely state the action you would like the legislature to take):**

The Minnesota State Legislature should limit seat time requirements for students to earn credits necessary for graduation to allow districts to be innovative and purposeful in meeting student needs.

### **DESCRIBE THE PROBLEM:**

State statute currently makes requirements on how much 'seat-time' a student must dedicate in a learning environment to earn the requisite credits.

### **EXPLAIN WHY THIS IS A PROBLEM:**

Seat-time requirements are not aligned to best practices in grading - competency-based grading - and prove themselves a barrier when it comes to districts designing innovative programming.

### **PROVIDE SUPPORTING DOCUMENTATION:**

In Minnesota, the state statute that outlines seat time requirements for students to earn credits is found in Minnesota Statutes, Section 120A.22. This section sets forth the requirements for school attendance and credits, specifying that students must be present for a certain amount of instructional time to earn credits for their courses.

Critics of the seat time requirements argue that this approach can be problematic for several reasons:

1. **Inflexibility:** Traditional seat time requirements can be rigid and may not accommodate diverse learning styles or paces. Students who learn more quickly or need more time might be disadvantaged by a system that values physical presence over demonstrated mastery of content.
2. **Inequity:** Seat time requirements can disproportionately affect students with special needs or those facing personal challenges, such as health issues or family responsibilities. These students might struggle to meet attendance requirements even if they are capable of mastering the material.
3. **Focus on Attendance Over Learning:** The emphasis on seat time can shift the focus from learning outcomes to merely being present in class. This can lead to a situation where students are rewarded for attendance rather than actual achievement or comprehension.
4. **Limited Flexibility for Innovative Learning Models:** Seat time requirements can hinder the adoption of more flexible or innovative educational models, such as online learning or competency-based education, which may offer more personalized and effective learning experiences for students.

Advocates for reform often suggest shifting towards a competency-based education system, where students advance based on their demonstration of knowledge and skills rather than their time spent in class. This approach could potentially address some of the issues associated with traditional seat time requirements.

## For MSBA Staff Use Only:

- Date Received:** Click or tap to enter a date.
- File Name:** Click or tap here to enter text.
- Category:** Choose an item.
- Recommendation:** Choose an item.
- Present Position(s):** Click or tap here to enter text.



## Proposed Resolution Submission Form

**Full name of School District** Independent School District 200, Hastings Public Schools.

**Full name of individual submitting for the school board** Matt Bruns

**Title/Position of individual submitting for the school board** Director

**Phone number** 651.226.5697

**Email address** mbruns@isd200.org

**This resolution is submitted with approval by the school board.  
Please provide the date on which the authoring school board approved  
submission of this resolution.** 09/25/2024\*

**BE IT RESOLVED, MSBA URGES THE LEGISLATURE TO (please clearly and concisely state the action you would like the legislature to take):**

The Minnesota State Legislature should restore the pension requirements for Minnesota educators to be in line with Rule 90.

**DESCRIBE THE PROBLEM:**

Pension regulations have pushed educators to a retirement age of 65.

**EXPLAIN WHY THIS IS A PROBLEM:**

Pension regulations have pushed educators to a retirement age of 65, which is higher than neighboring states. Eastern, Southern, and Western districts compete with these states for employees. A secure pension system that allows employees to begin drawing on their investment when age and years of experience have a total sum of 90, is a draw to recruit and retain teachers.

**PROVIDE SUPPORTING DOCUMENTATION:**

Minnesota's rules around teacher pensions and retirement are primarily governed by several key components, including:

1. Minnesota Teachers Retirement Association (TRA): The TRA manages the pension system for public school teachers in Minnesota. It provides defined benefit plans, which offer a predictable retirement income based on factors such as years of service and salary history.

2. Defined Benefit Plan: Minnesota's teacher pension system generally follows a defined benefit model. This means retirees receive a predetermined monthly benefit based on a formula that typically includes years of service and final average salary.

3. Retirement Age and Vesting: Teachers in Minnesota can begin receiving full benefits at age 65, or earlier if they meet certain conditions. The vesting period—during which teachers must accumulate a minimum number of years of service before becoming eligible for retirement benefits—is usually five years.

4. Contributions: Both teachers and their employers contribute to the TRA fund. Contribution rates and rules are set by state law and can be subject to adjustments based on the fund's financial health.

Rule 90, often cited in the context of teacher pensions, refers to a specific formula used to calculate retirement benefits. In general, it suggests that the sum of a teacher's age and years of service at retirement should equal at least 90. This rule is often used to determine eligibility for full retirement benefits or to ensure that retirement benefits are calculated fairly based on a teacher's career length and age.

Honoring Rule 90 in teacher pensions can be advantageous for several reasons:

#### Encourages Longevity in the Profession

Rule 90 can incentivize teachers to remain in the profession longer. By ensuring that retirement benefits are tied to a combination of age and service years, it rewards experienced educators who dedicate more years to teaching.

#### Promotes Fairness

This rule can create a fairer system for calculating pensions. It takes into account both the teacher's age and their years of service, reflecting the value of long-term commitment to the profession. This balance can help ensure that those who have served the longest and contributed the most to their field receive a proportionally fair retirement benefit.

#### Supports Retirement Planning

Rule 90 can provide clarity and predictability for teachers planning their retirement. Knowing that a combination of age and years of service will be considered helps teachers better plan their careers and retirement.

#### Aligns Benefits with Career Length

By using a formula that factors in both age and service, Rule 90 helps align the pension benefits with the length of a teacher's career. Teachers who spend many years in the profession are recognized for their commitment, which can help retain experienced educators.

#### Addresses Longevity Issues

Teachers who start their careers later in life or have non-traditional career paths might still be able to retire with dignity under Rule 90. It provides a way for teachers who may not have as many years of service but have reached a certain age to retire with fair benefits.

#### Encourages Career Continuity

It can help maintain continuity within the education system by providing incentives for teachers to stay in their roles until they meet the Rule 90 criteria. This helps ensure that experienced teachers remain in the classroom longer, benefiting students.

## For MSBA Staff Use Only:

**Date Received:** Click or tap to enter a date.

**File Name:** Click or tap here to enter text.

**Category:** Choose an item.

**Recommendation:** Choose an item.

**Present Position(s):** Click or tap here to enter text.