

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, January 22, 2025
Regular Meeting
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to Approve the Agenda/Table File**
 - a. Approval of the Minutes from the:
 - 01.06.2025 Board Organizational Meeting
- IV. **Recognition of Visitors**
- V. **Raider Spotlight**
 - Wendy Liu - AVID Senior Scholarship Recipient
 - MSHSL Recognition:
 - ExCEL Award - Ryder Ashcraft and Ellie Magnus
 - Triple "A" Award - Josey Larson & Elliott Renneke
 - Hastings Rotary Students of the Month Recipients:
 - Briseis Rusnacko, Lukas Foss, Delaina Kurtz, Nathan Barker
- VI. **Public Comment Session**
- VII. **Reports and Discussions**
 - a. Superintendent Report
 - i. Cadence Review
 - ii. Goal Review by Directors/Principals
 - b. Student School Board Representative Updates
 - c. Strategic Plan Draft Review
 - d. Read Act Update
 - e. Curriculum Alignment Presentation
 - f. Pathways Update
 - g. Course Approvals
 - h. Argentina Global Language Trip 2026
 - i. 10 Year LTFM Presentation
 - j. Building Construction Fund Project Update
 - k. Legal: Data Request Update
 - l. School Board Representatives/Committees
 - i. ISD 917 School Board Representative Update
 - ii. AMSD Update
 - iii. Community Collaboration Committee Update
 - iv. Facilities, Finance and Joint Powers Committee Update
 - v. NAPAC Committee Update
 - vi. Student School Board Committee Update
 - vii. Policy Committee Update
 - m. Policies
 - i. First Readings
 - 206 Public Participation in School Board Meetings - Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - 208 Development, Adoption, and Implementation of Policies
 - 430 Employee Recognition

- ii. Second Readings
 - 534 Unpaid Meal Charges
 - 610 Field Trips
 - 614 School District Testing Plan and Procedure
 - 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students
 - 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- iii. Procedures and Form Updates (no vote required)
 - 206.1FRM Public Participation at School Board Meetings - Procedure & Request Form
 - 206.2PR Public Comment Procedures
 - 208.1PR Development, Adoption, and Implementation of Policies Procedure
 - 213.1PR School Board Committee's Procedure

VIII. Action Items

- a. Consent Agenda
 - i. Bills Payable
 - ii. Personnel Report
 - iii. Approval of MOUS with Custodians and Community Ed Paras
 - iv. Policies for Approval after Third Reading
 - 524 Internet and Technology Acceptable Use and Safety Policy
 - 524.1 Cell Phones and Electronic Devices
 - 533 Wellness
 - v. Donations
- b. Items for Individual Action
 - i. Argentina Trip Approval
 - ii. SHIP Grant Action
 - iii. Course Approvals
 - iv. Solar for Schools Action
 - v. 2025-2026 Board Member Handbook Approval

IX. Future Meetings

X. Adjournment

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

An Organizational Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Monday, January 6th, 2025 at the Hastings Middle School Media Center.

The meeting was called to order by School Board Chairperson Carrie Tate at 6:00 pm.

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

A motion to approve the agenda was made by Jessica Dressely and seconded by Matt Bruns. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve the minutes from the December 18th, 2024 Regular Board Meeting and the December 18th, 2024 Special Board Meeting was made by Mark Zuzek and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

The next item of business was the election of officers to the School Board. The first office was Chairperson of the Board.

1st Nominee: Carrie Tate	Nominated by Jessica Dressely
2nd Nominee: Mark Zuzek	Nominated by Mark Zuzek

With no further nominations, the vote was as follows:

Voting for Carrie Tate:	4 - Jessica Dressely, Melissa Millner, Carrie Tate, Jenny Wiederholt-Pine
Voting for Mark Zuzek:	2 - Matt Bruns, Mark Zuzek

Having received the majority of votes, Carrie Tate was named as the Chairperson for the School Board of Independent School District No. 200 for 2025.

The next position open for election was the position of Vice-Chairperson of the Board.

1st Nominee: Jessica Dressely	Nominated by Mark Zuzek
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With no further nominations, the vote was as follows:

Voting for Jessica Dressely:	6 - Matt Bruns, Jessica Dressely, Melissa Millner, Carrie Tate, Jenny Wiederholt-Pine, Mark Zuzek
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Having received the majority of votes, Jessica Dressely was named as the Vice-Chairperson for the School Board of Independent School District No. 200 for 2025.

The next position open for election was the position of Clerk of the Board.

1st Nominee: Melissa Millner	Nominated by Jessica Dressely
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With no further nominations, the vote was as follows:

Voting for Melissa Millner: 6 - Matt Bruns, Jessica Dressely, Melissa Millner,
Carrie Tate, Jenny Wiederholt-Pine, Mark Zuzek

Having received the majority of the votes, Melissa Millner was named as the Clerk for the School Board of Independent School District No. 200 for 2025.

The next position open for election was the position of Treasurer.

1st Nominee: Mark Zuzek Nominated by: Jessica Dressely

With no further nominations the vote was as follows:

Voting for Mark Zuzek: 6 - Matt Bruns, Jessica Dressely, Melissa Millner,
Carrie Tate, Jenny Wiederholt-Pine, Mark Zuzek

Having received the majority of the votes, Mark Zuzek was named as the Treasurer for the School Board of Independent School District No. 200 for 2025.

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

The Board moved to items for discussion beginning with updates to the Board Handbook, Committee & Liaison Committees, including discussion about combining Facilities and Finance Committees with Joint Powers Committee, and discussing the standing practice of rescheduling meetings due to inclement weather or other unforeseen circumstances to the next business day, same time, same location.

A motion to approve the 2025 School Board calendar as presented was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to establish the Hastings Journal as the official district publication was made by Jessica Dressely and seconded by Mark Zuzek. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve the Combined Polling Places Resolution as written, waiving the reading was made by Jessica Dressely and seconded by Matt Bruns. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to authorize the Superintendent or designee to perform the official responsibilities of the Clerk and Treasurer was made by Mark Zuzek and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to establish the 2025 board member compensation as follows: Board Chair \$4,750/year and Board Directors \$4,250/year was made by Mark Zuzek and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion was made by Jessica Dressely and seconded by Melissa Millner to approve the official district depositories as indicated:

Merchants Bank	General Receipts
Vermillion State Bank, Hastings/Vermillion	Activity Accounts
Minnesota School District Liquid Asset Fund/PFM Asset Management	Payroll & Finance Accounts, Section 125 Flex Account
State Board of Investment	OPEB PERA Plan
US Bank	QSCB Escrow Account

With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate the Superintendent, Director of Finance and Operations, Finance Supervisor and Payroll/Benefits Supervisor to make electronic funds transfers was made by Jessica Dressely and seconded by Mark Zuzek. With 6 ayes, 0 nays, the motion carried unanimously.

A motion was made by Matt Bruns and seconded by Melissa Millner to approve the Employee Recognition Dollar amounts for the 2024-2025 school year as indicated:

5 years	\$30
10 years	\$50
20 years	\$50
30 years	\$60
40 years	\$100
45 years	\$150

With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve the designation of capital asset thresholds \$10,000 for individual items and \$50,000 for group purchases was made by Mark Zuzek and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to delegate authority to the Superintendent and Director of Finance and Operations to sign contracts and enter into agreements in accordance with MN Statute 471.345 was made by Jenny Wiederholt-Pine and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to delegate authority to the Superintendent and Director of Finance and Operations to enter into Joint Powers Purchasing Agreements was made by Jessica Dressely and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate the Superintendent to act as the Identified Official with Authority (IOwA) and the Director of Technology to act as the IOwA to add and remove names only for Hastings Public School District 0200-01 was made by Mark Zuzek and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve Kennedy & Graven, P.A.; Ratwik, Roszak, & Maloney, P.A.; and Squires, & Waldspurgen, & Mace, P.A. as district's designated legal counsel was made by Melissa Millner and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve LB Carlson as district's auditor was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve facsimile signatures from the Board Chair, Board Treasurer, and Board Clerk on school district checks was made by Matt Bruns and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve committees as follows: Community Collaboration; Facilities, Finance and Joint Powers; Policy; and Student Board Member was made by Jessica Dressely and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously. Discussion took place establishing details about these committees.

A motion to approve standing liaison positions was made by Mark Zuzek and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to have no additional committees or liaisons was made by Jessica Dressely and seconded by Mark Zuzek. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to approve the standing process of public comment during the board meeting and motion to not vote annually on this process was made by Jessica Dressely and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate Mark Zuzek as the Board Liaison with ISD917, noting it is a 3 year term, was made by Mark Zuzek and seconded by Jessica Dressely. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate Jenny Wiederholt-Pine as the Board representative with the Minnesota State High School League was made by Jessica Dressely and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate Matt Bruns as the Board Liaison with AMSD, and Mark Zuzek as backup was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate Jessica Dressely as the Board Liaison with BrightWorks was made by Jessica Dressely and seconded by Mark Zuzek. With 6 ayes, 0 nays, the motion carried unanimously.

A motion to designate Matt Bruns as Board Liaison with NAPAC (Native American Parent Advisory Committee) and Jessica Dressely as backup was made by Mark Zuzek and seconded by Jenny Wiederholt-Pine. With 6 ayes, 0 nays, the motion carried unanimously.

At the conclusion of the organizational meeting business, a work session was held with presentations about Bus Transportation, Solar for Schools, and the Superintendent Evaluation Summary.

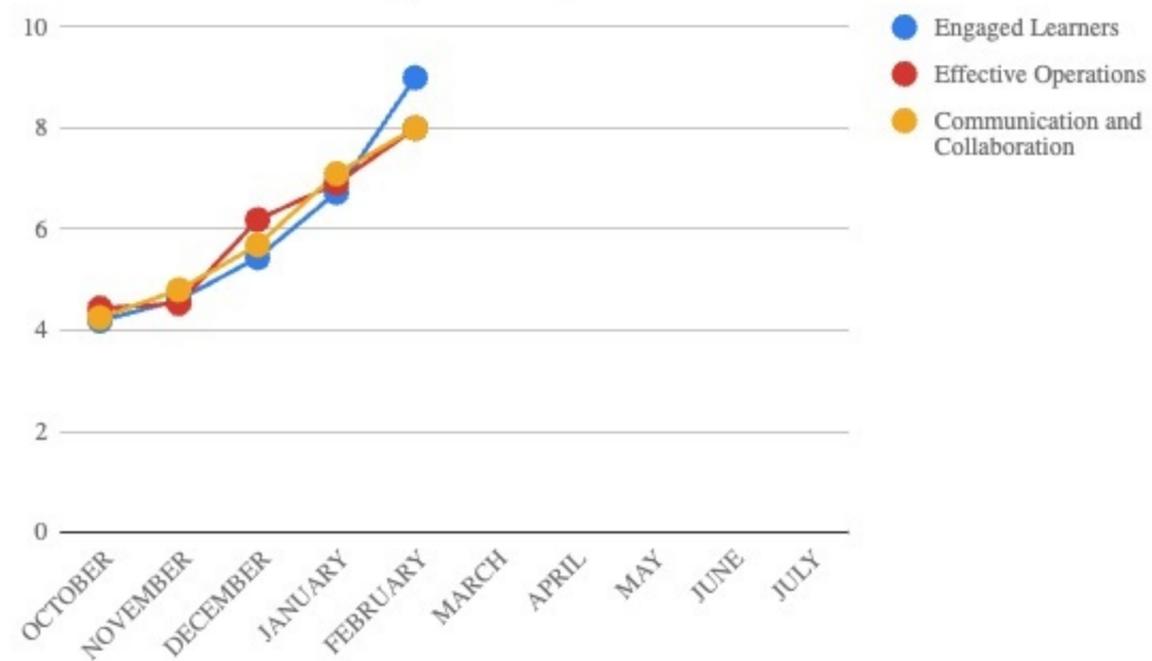
Future meetings were presented and discussed by Chair Tate.

With no further business to discuss, a motion to adjourn the meeting was made by Jessica Dressely and seconded by Melissa Millner. With 6 ayes, 0 nays, the motion carried unanimously.

The meeting was adjourned at 7:47 pm.

CADENCE OF RAIDER RESPONSIBILITY

Cadence of Raider Responsibility





BRIDGE TO SUCCESS

Hastings Public Schools

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

January 22, 2025 Student Representative Reports

Aidan Suarez Garcia

McAuliffe Elementary

- In the month of January, there is not much going at McAuliffe, but there is a couple highlights. Last month the 4th graders visited the Nature Carpenter Center learning winter survival.



- On the 28th of January there is a Countdown to Kindergarten from 5pm to 6:30pm. This is to have incoming kindergarteners and families to visit the school, teachers, and take part in a fun scavenger hunt.



ALC (Alternative Learning Center)

- In December/January, the students of the ALC had their first Christmas celebration at the highschool. The student created stockings and hung them up on a fireplace. After hours on the night of the 19th Santa (staff) came in and filled the stockings with small things personalized to the student. On the morning of the 20th the students open the stockings as a whole group. Later in the day they decorated cookies with frosting and other toppings. The students had the choice to eat them or bring them home to share with family.



- On January 15th the students visited DCTC on a tour. On the 17th Jodi Geib assisted at least half a dozen of the student to register to DCTC.
- Lastly, the end of semester 2 we had 1 senior graduate early and this semester is now attending DCTC. Along with the graduation of one of our super seniors. With these 2 graduations we can now fit in 2 more juniors into the ALC.

Victoria Steinke

Hastings Middle School

Athletics

- Wrestling team took first in the Livingston tournament on Saturday the eleventh. They also ended their season and will have their team banquet on the 29th.
- Girls basketball ended their season last month but boys basketball will continue.

Arts

- January 30 and 31: Winter play

Achievements

- Rockstar awards: 32 students 5-8th grade.
- 6th Grade teachers organized two "student vs. staff" events for students who were caught up on school work/ missing assignments.
 - Floor Hockey on 1/10/25
 - Volleyball on 1/17/25

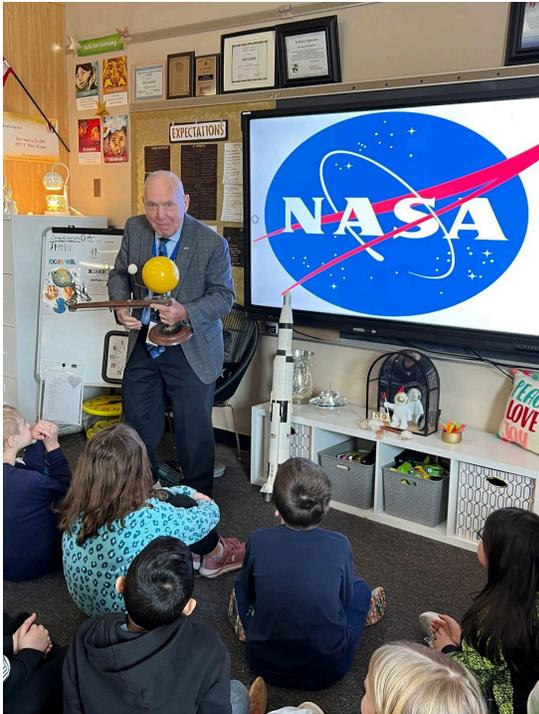
More student events

- Outdoor club has been planning their ice fishing trip for this week
- 8th graders in Youth in Government and their Model assembly
- January 23: 7th grade courage retreat!

Jen Behnke

Kennedy had a great month to start out the year!!

- First graders visited the animal adaptations exhibit at the Carpenter Nature Center!
- Mrs. Bachman's class is writing a class book with the theme "Kindness Starts With Me". Each student has contributed a page!
- Before winter break, Kindergarten had their annual gingerbread house making activity! This is a memorable event for them because they get to work with their grandparents!!
- 3rd graders are very excited about space exploration, as they have been expanding on that through their reading curriculum. They were also visited by a local NASA ambassador, who educated them on the importance of STEM.



Pinecrest's Month in Review:

- Ms. Knoll's class decorated a Christmas tree and sent it to the Allina Health Cancer Institute to brighten their holiday season!
- Volunteers from Carpenter Nature Center helped students learn about the animals of the St. Croix River! Students found it very engaging and had fun!



District-wide Event!!

- Last week, 4th graders visited the high school and got to watch the Demo Concert put on by the top musical groups at the HS- Select Chorale, Wind Ensemble, and Concertino. This helped them decide if and what music they might want to go into next year!



Briseis Rusnacko

HHS:

- Students have worked hard this month getting ready for their semester 1 finals! Whether it's a freshman taking their very first finals, or seniors like me taking their very last finals, this month is always a big one.
- Like usual, here's a few sports highlights:
 - Boys Wrestling is getting ready for sections
 - Hastings Archery Team made their debut
 - Boys and Girls Basketball continue to thrive
- And here's a few shoutouts!
 - Congrats to Hailey Strain for making her one-thousandth hoop in girls Basketball, and to our very own Student Rep. Victoria Steinke for her one-thousandth career goalie save!!
- On Friday, January 17th, the Hastings Orchestra, Bands, and Select Choral all put together a Demo concert for 4th grade Hastings students! They included many Disney classics like Under the Sea and Into the Unknown!
- Finally, like I said, us students have been very busy with finals, but we are very excited about 2nd semester starting today and getting to enjoy some new classes!

Tilden:

- Ms. Anna Tlougan's Two's and Three's year class used a record player to create art this week. They were working on manipulating the materials (drawing on a spinning surface helped them practice coordination and fine motor control). They also experimented with cause and effect- children could change the speed and direction of the spinning and see how it changed the drawing they created. They took turns and collaborated on their art--teaching patience and sharing. (see attached pictures)
- 2nd Semester ECFE will be starting on Feb. 3rd, which includes a new Toddler Talk class, an evening busy babies, and some new parenting classes. Preschool registration for the 2025-26 school year will open on Monday, Feb. 24th.
- Tilden hosted a Youth Fair on Thursday, January 16, from 5-7. Community Education, Early Childhood, and ISD 200 were there to recruit students for Kindergarten



(the demo concert!)



(record player coloring- I love this!)

**HASTINGS PUBLIC
SCHOOLS
STRATEGIC PLAN
2025-2027**



VISION
What we Intend to Create

Hastings Public Schools is The Choice of Families for:

A Caring and inclusive Culture for Each and Every Student

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

That Empowers Students, Families, and Staff

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

Focused on Achievement and Engagement in ALL We Do

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

MISSION
OUR CORE PURPOSE



OUR CORE VALUES

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

CORE PILLARS AND STRATEGIC ANCHORS

ACADEMIC EXCELLENCE & EQUITY	STAFF SUPPORT & RETENTION	SAFE & RESPECTFUL LEARNING ENVIRONMENTS	EFFECTIVE OPERATIONS	COMMUNICATION & COLLABORATION
<ul style="list-style-type: none"> Anchor: Rigorous & Differentiated Learning Experiences Anchor: Cohesive Curriculum Development & Collaboration Anchor: Robust Secondary Pathways Anchor: Targeted Support for Academic Achievement Growth for All Students Anchor: Community Partnerships for Student Experiences 	<ul style="list-style-type: none"> Anchor: Competitive Compensation & Benefits Aligned to Area Standards Anchor: Professional development tailored to meet the needs of educators individual growth, school/district goals, and student success Anchor: Supportive Work Environment 	<ul style="list-style-type: none"> Anchor: Enhanced Safety & Security Anchor: Promoting Responsibility & Focused Learning Anchor: Fostering Respectful Cultures 	<ul style="list-style-type: none"> Anchor: Streamlined Processes & Systems Anchor: Resource Allocation & Management Anchor: Sustainable Practices 	<ul style="list-style-type: none"> Anchor: Transparent & Timely Communication Anchor: Collaborative Decision-Making Anchor: Strengthen Internal Alignment Anchor: Community Partnerships Anchor: Family & Community Engagement

Students are the heart of all we do

Elementary Literacy Updates

Minnesota READ Act, Wit and Wisdom, and
FastBridge Data



Minnesota READ Act

This year, Hastings is having all Phase 1 educators complete Science of Reading (CORE) training.

- PreK-4 classroom teachers
- 5th grade ELA teachers
- PreK-12 Special Education Teachers
- K-12 Reading Intervention Teachers
- Elementary Principals
- Elementary Teaching and Learning Staff



Minnesota READ Act

Next year, some changes have been made to the original legislation:

- Phase 2 educators will **not** be able to begin taking training next year
- An additional group has been added to Phase 1 educators: EL Teachers
- There will also be alternative training for our paraprofessional educators.

So, next year we will have Science of Reading (CORE) training for:

- K-12 EL Teachers
- Any new PreK, elementary, special education, or 5th grade ELA teachers
- Director of Teaching and Learning
- Paraprofessionals (alternate, 8 hours of training)



Wit and Wisdom, New Literacy Curriculum

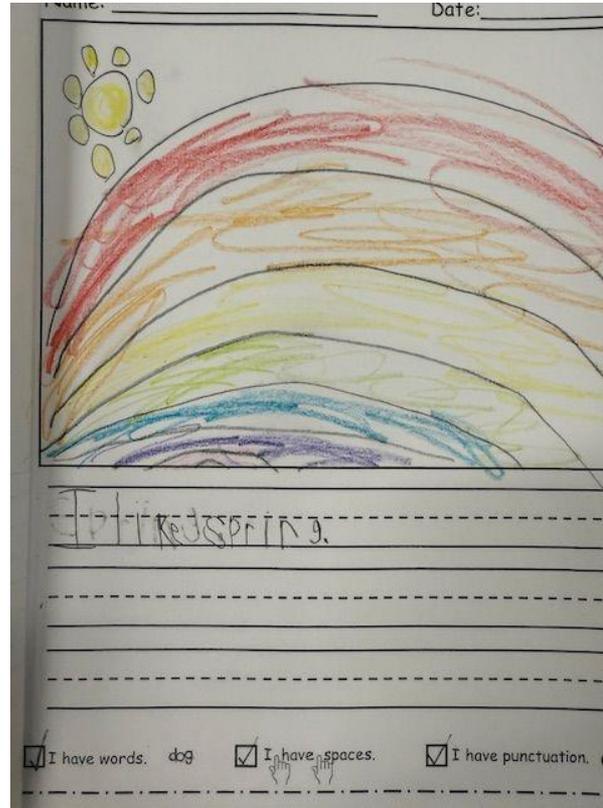
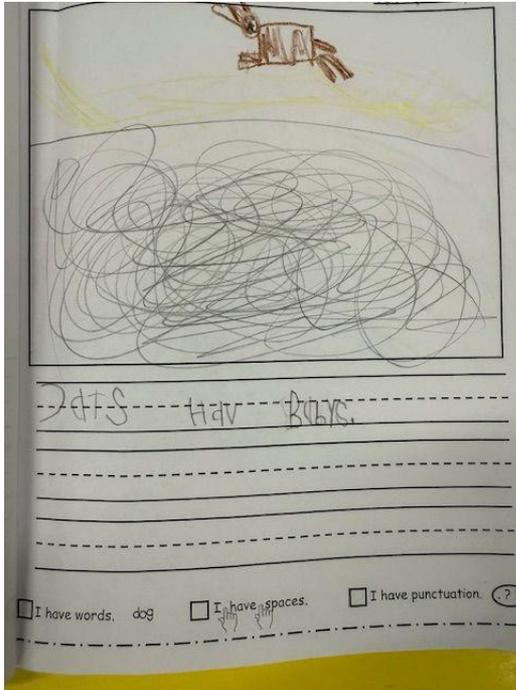
Wit and Wisdom was implemented in our K-4 classrooms and 5th grade ELA classes this fall.

- Dedicated teachers putting in a LOT of time and effort
- A strong focus on background knowledge and content
- Higher level thinking and comprehension strategies
- Greatly increased writing instruction and expectations



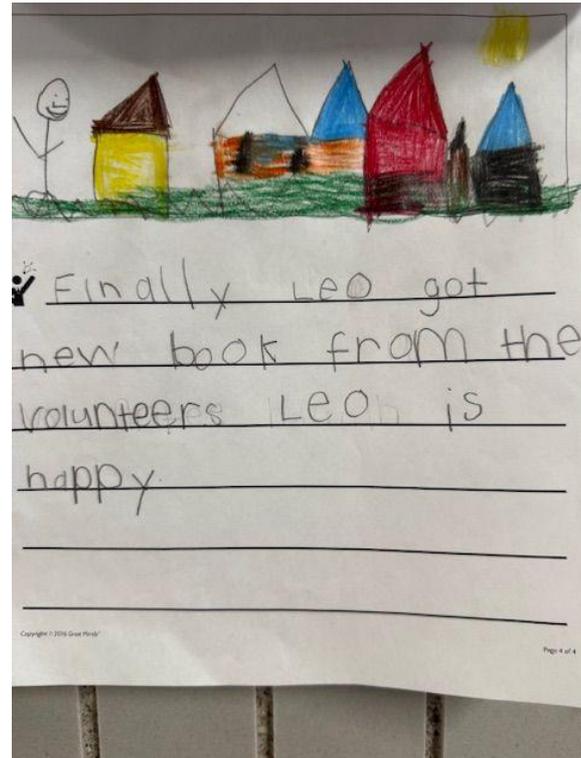
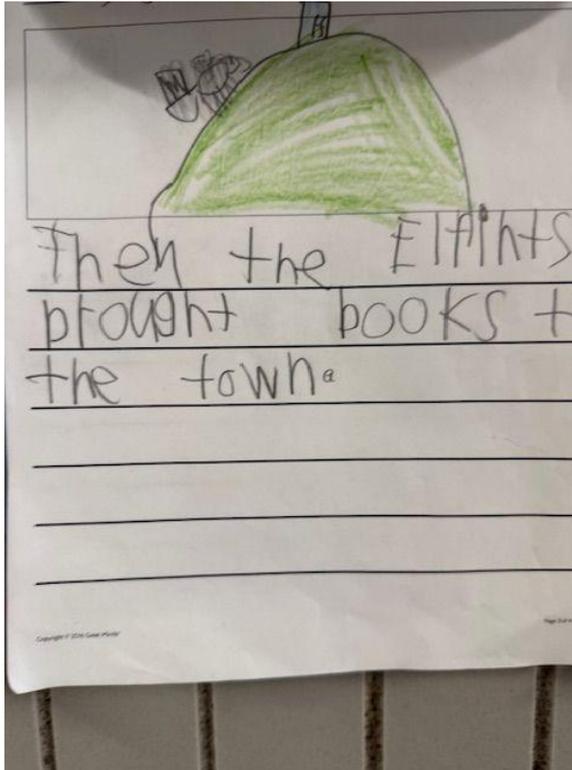
Wit and Wisdom Writing Samples

Kindergarten



Wit and Wisdom Writing Samples

First Grade



Wit and Wisdom Writing Samples

Second Grade

Definition most of the time	Sentence In the fall most weather is usual.
Antonyms: never take	Picture
Synonyms: live	Picture
Definition a quick flapping motion	Sentence In fall leaves flutter down.
Antonyms: stuck, still	Picture
Synonyms: falling, flying	Picture
Definition to come together	Sentence In winter squirrels huddle to stay warm.
Antonyms: alone	Picture
Synonyms: group, pile, crowd	Picture

Name Jordan M1L32-Final Draft

Prompt : How do changes in weather impact
plants in fall ?



Changes in weather impact plants in fall. Leaves change colors and leaves fall off the tree. Pigments change in the fall which that is less sun light, air gets cooler and leaves separate. Fall weather is changing for plants.



Wit and Wisdom Writing Samples

Third Grade

I	Introduce Topic		Galileo Galilei was a famous scientists and astronomer. Galileo helped people learn about space by using the spyglass and telescope.
Body Paragraph 1			
T	Topic statement		First, Galileo used the spyglass to see faraway things in the sky.
E	Evidence	Fact Definition Detail	Galileo observed that the moon was bumpy and not smooth.
E	Elaboration		The moon was covered with what looked like crater, mountains, and valleys. Galileo drew what he saw.

Giant Squid

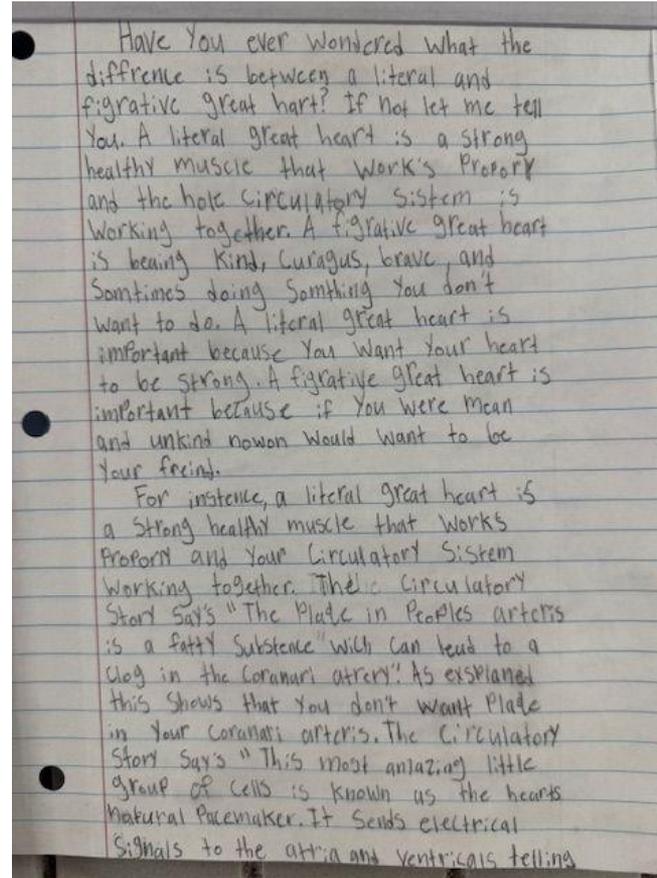
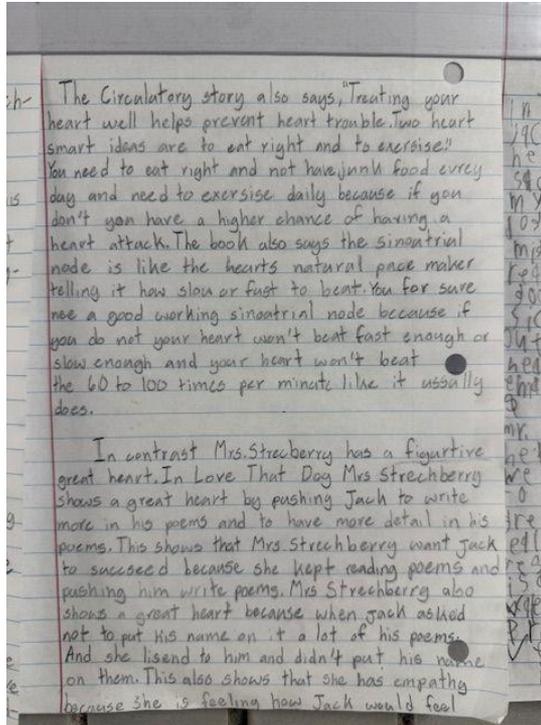
Giant Squids are colossal and aggressive sea creatures that live deep in the ocean. Giant Squids are Cephalopods. They are soft bodied mollusks. In addition, they are very flexible also. Giant Squid have one huge eye that can be as big as a headlight. A Giant Squid's habitat is in the deep dark depths of the ocean. This can be 1,600 to 3,300 feet below sea surface. Giant Squids are very aggressive and fierce predators. They use their long tentacles and beak to capture prey. Additionally, Giant Squid use jet propulsion to escape their predators. Giant Squids are interesting and powerful sea creatures.

Scientists have observed elusive Giant Squid in many ways. Oded Roiper studied a dead sperm



Wit and Wisdom Writing Samples

Fourth Grade



Wit and Wisdom Writing Samples

Fifth Grade

Module 2 FQT1 - Writing Assessment 3A

Write a well-developed paragraph to explain how words cause confusion and humor in "Who's on First?"

In "Who's on First?" The characters get confused because of the players names. With funny names like Who, What, & I don't know. People will get confused because it usually has different meanings or is spelled the same, homophones & homographs. Or a pun, something that is spelled or sounds similar. In "Who's on First?" Costello gets confused because of the players names when Abbot tells him. When Abbot & Costello wrote this they used wordplay. When Abbot tells Costello that "who's on first" Costello thinks that Abbot doesn't know who's on first, but really Abbot is saying the name of the first baseman. In conclusion wordplay is confusing and funny because it uses homophones, homographs and puns.

Write a well-developed paragraph to explain how words cause confusion and humor in "Who's on First?"

The main source of confusion and humor in "who on first" is over the player's names. The reason is the first baseman's name who which is related to "who are you." Also the second baseman's name is what which is related to "what are you talking about." This is why Costello is confused because the players names are related to different meaning. Also it shows how wordplay is funny and creative because Abbot is trying to tell Costello the players names and Costello gets confused and mad. (Wordplay means when a writer plays with words and uses them in a different way.) The main idea of this paragraph is Costello wants to know who is playing and Abbot is trying to tell him. This is why "Who on First" is confusing and funny. Also is fun to see.



3rd Grade Space Unit



3rd graders at McAuliffe Elementary were able to have NASA Ambassador (and former Hastings School Board Member!) Terrance Flowers come in and teach them about space travel and aeronautics.



4th Grade Extreme Settings Unit

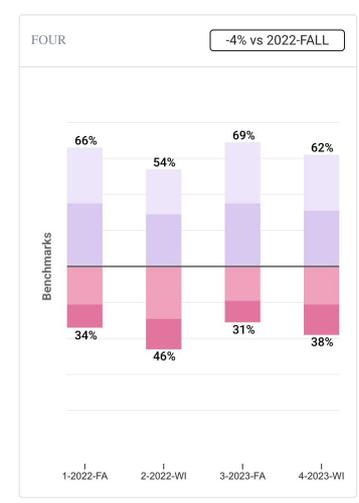
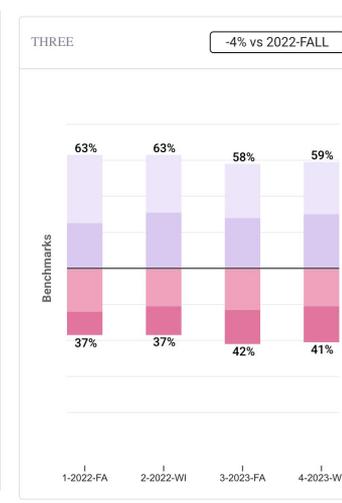
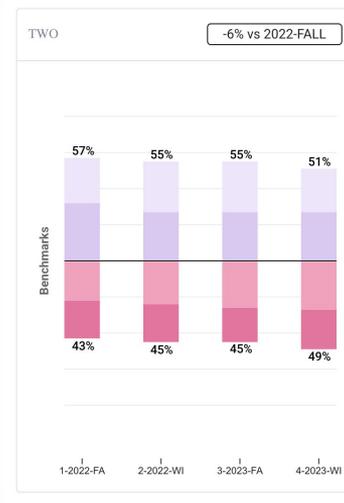
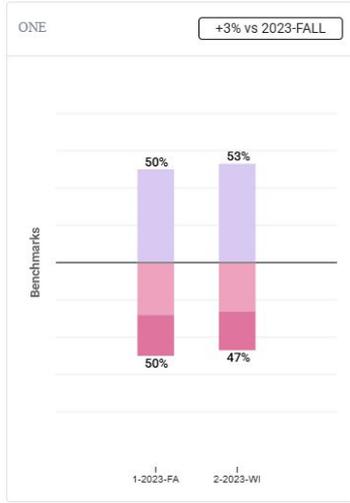
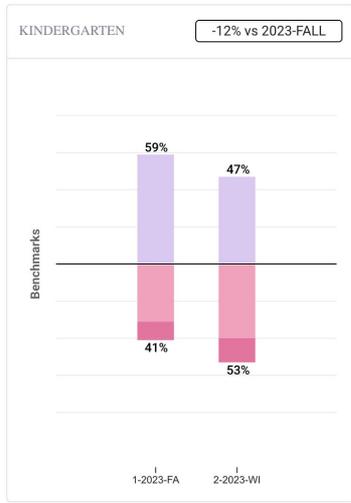
4th graders across the district went to Carpenter's Nature Center and learned about wilderness survival before starting their unit on extreme settings.



FastBridge: K-4 Literacy Data



Context: Historical Trends Fall to Winter

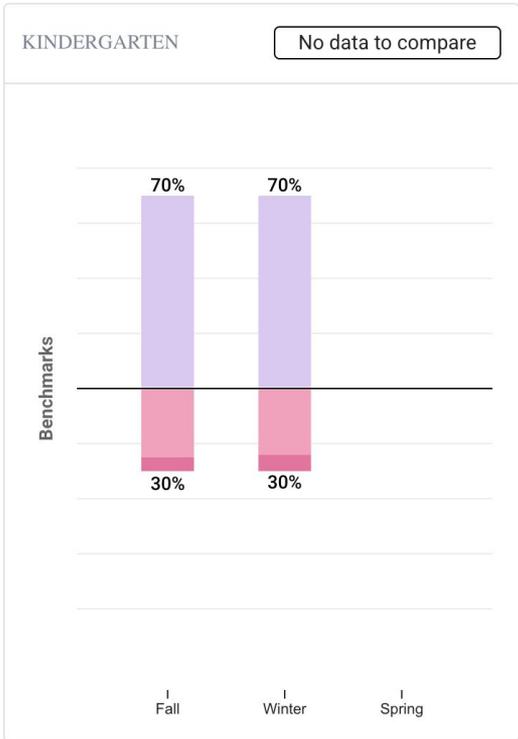


Fall to Winter – appx. 12 weeks of intervention



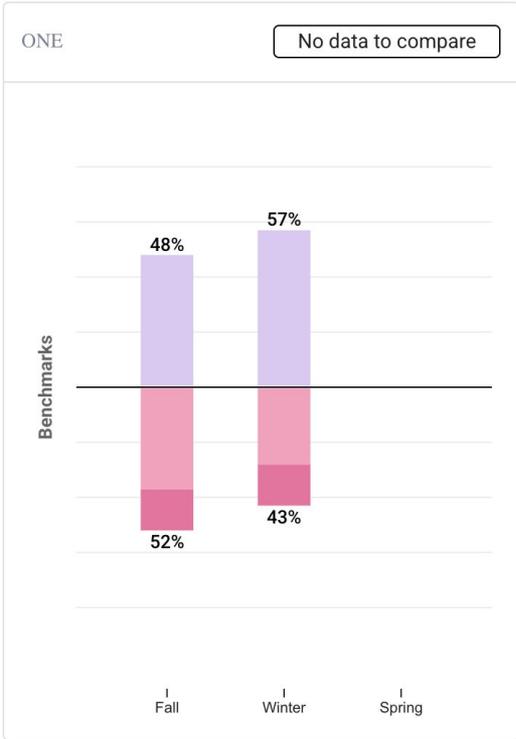
Kindergarten

earlyReading: Foundational Literacy Skills



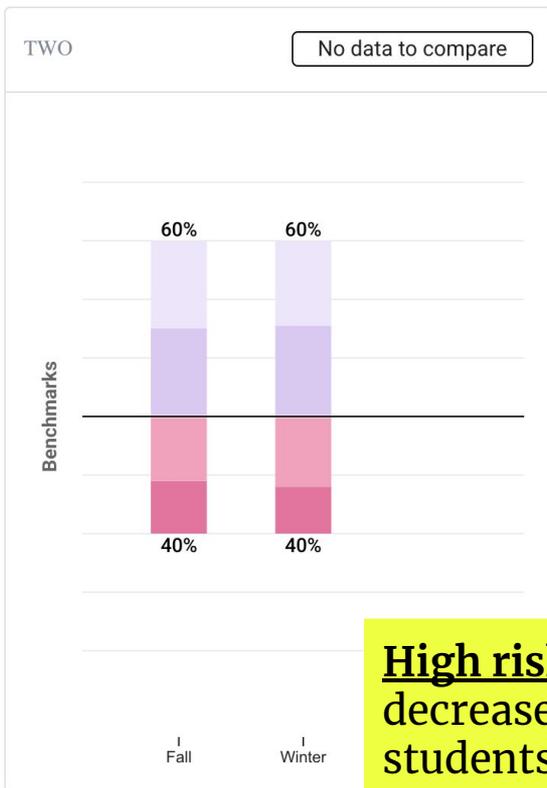
1st Grade

earlyReading: Foundational Literacy Skills



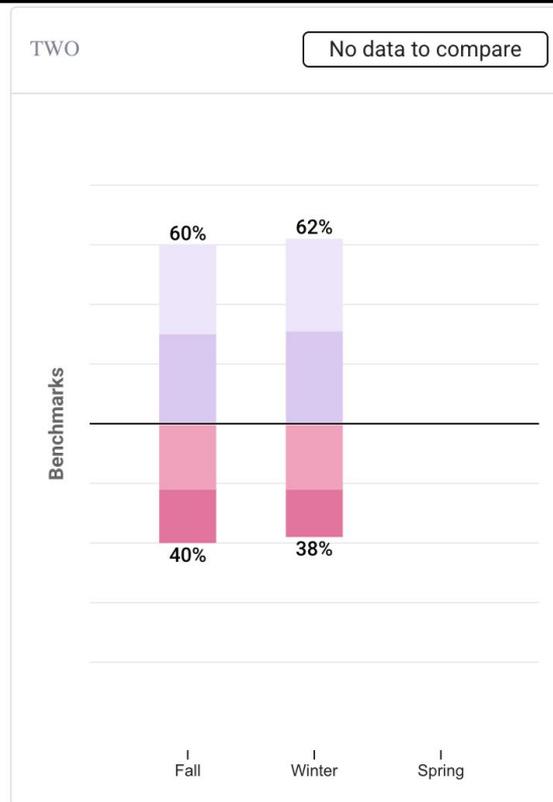
2nd Grade

CBM Oral Reading Fluency



High risk
decreased by 8
students.

aReading Broad Literacy Skills

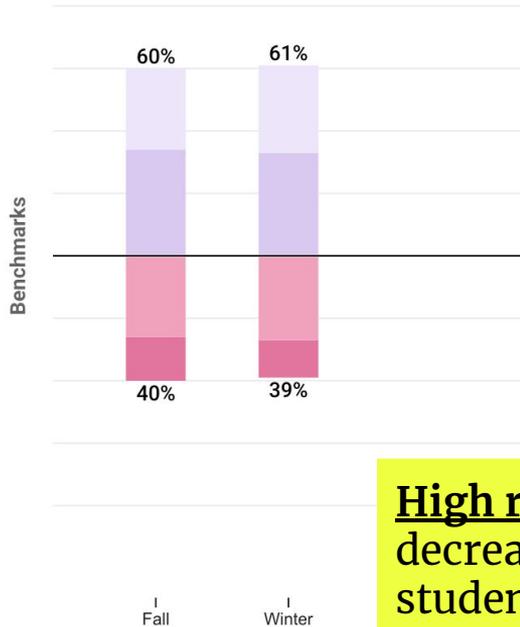


3rd Grade

CBM Oral Reading Fluency

THREE

No data to compare

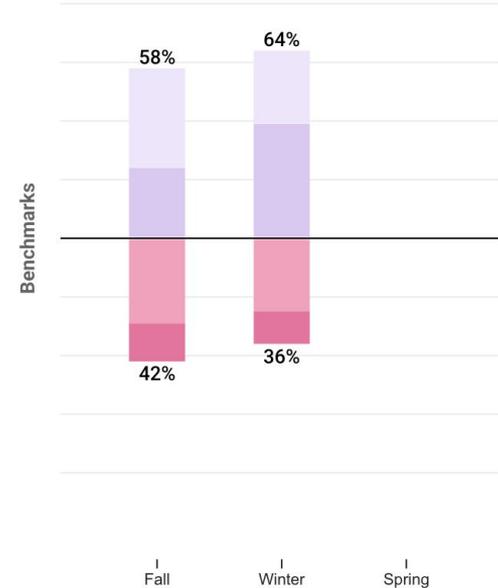


High risk
decreased by 5
students.

aReading Broad Literacy Skills

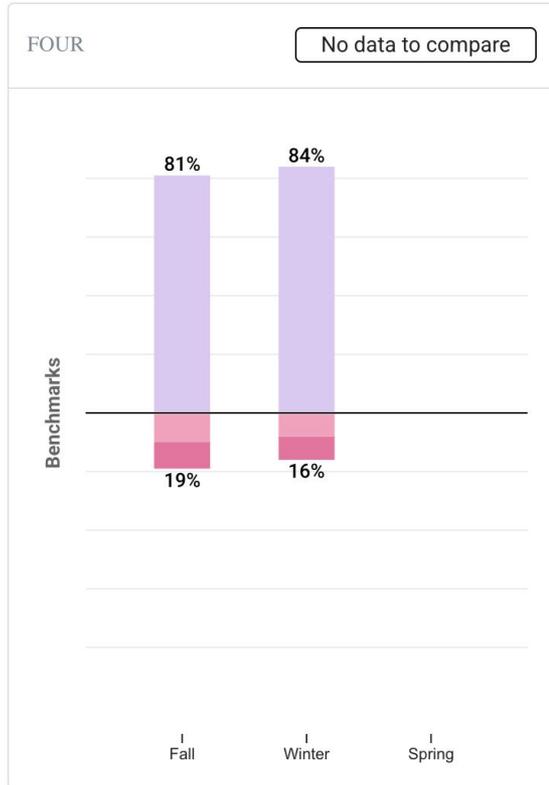
THREE

No data to compare

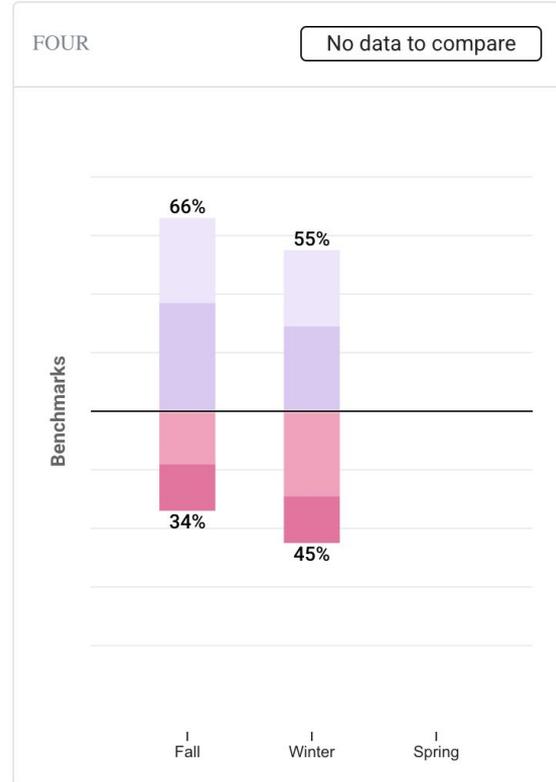


4th Grade

AUTOreading Isolated Literacy Skills



aReading Broad Literacy Skills

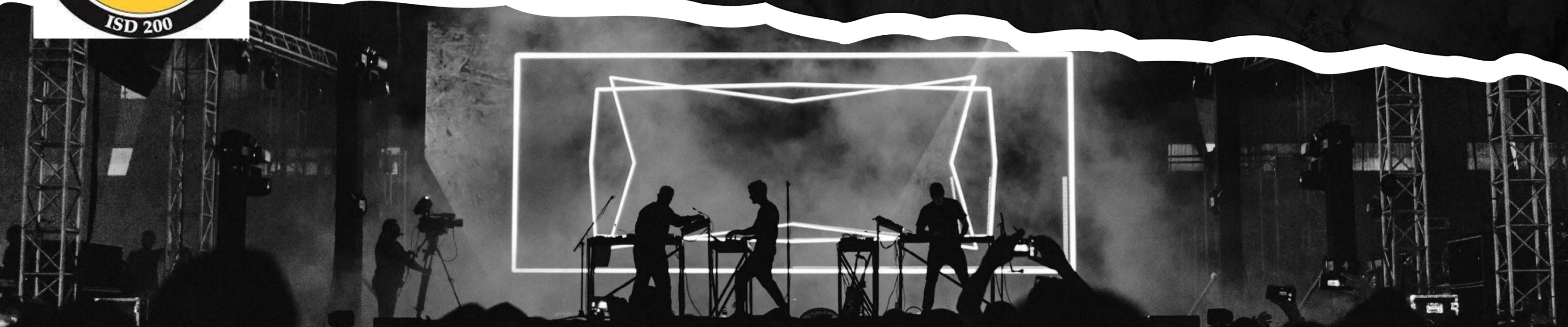


Intervention Data

- Approximately 60% of students in intervention (inclusive of gen. Ed + sped student population) are making aggressive or accelerated growth.
- Students who are not making expected progress or growth are carefully monitored through our problem solving process so we can make adjustments and intensify their learning experience.
 - We provide daily individualized instruction in a small group or 1:1 setting.
 - We progress monitor weekly and analyze this data to make decisions in real time.



Teaching and Learning Curriculum Review Update



Topics Tonight



Curriculum Review

Cycles
Where Are We?



What is our focus?

DOK

Collaboration

Alignment



Curriculum

Selection/Creation



Next Steps

5th TWIG

K-5 ELA

5-12 Social Studies

6-12 ELA

K-4 Science

K-5 Social Studies

K-12 Math

Curriculum Review Cycles

Four Phases

Phase 1 - Self Study of the Current State	<ul style="list-style-type: none">• Identify current core curricular materials• Identify current supplemental materials• Analyze the materials<ul style="list-style-type: none">◦ Do they represent all students?◦ How have the materials been successful in meeting the needs of students in meeting the standards? What data can you pull to review?◦ What is missing from the current materials?• Identify potential professional development needs	Phase 3 - Curriculum Implementation	<ul style="list-style-type: none">• Initial training on curricular materials (if applicable)• Update course descriptions (info on what students will be expected to learn, read, and write and how their work will be assessed)• Progress monitor implementation using identified tools• Receive additional professional learning in an implementation year both proactive and reactive• Identify what tools and information department will utilize to determine effectiveness of the curriculum throughout the next 5 years of implementation• Identify professional learning needs
Phase 2 - Standards and Curriculum Review	<ul style="list-style-type: none">• Analyze updated standards<ul style="list-style-type: none">◦ Deconstruct standards◦ Understand benchmark learning progressions• Create program purpose statement• Create a prioritized list of needs and wants for new curricular materials• Create a review tool for potential curricular material review/creation• Review curricular samples (if applicable)<ul style="list-style-type: none">◦ Include feedback on curricular material choices from EL and special education• Purchase curricular materials, or, create curricular materials• Receive purchases• Create professional development and implementation plan	Phase 4 - Curriculum Progress Monitoring	<ul style="list-style-type: none">• Progress monitor the implementation of the curriculum utilizing the tools and data identified• Professional learning in areas identified through implementation

What is our focus?

Depth of knowledge designates how deeply students must know, understand, and be aware of what they are learning in order to attain and explain answers, outcomes, results, and solutions. It also designates how extensively students are expected to transfer and use what they have learned in different academic and real world contexts.

1.

Collaboration and vertical alignment is key to student success in this, as students will build on their knowledge base and skill base to continue to deepen their understanding and transfer their learning.

Curriculum Selection and Creation

Focus on 'Understanding by Design' (Wiggins and McTighe')

Effective curriculum is planned backward from long-term, desired results through a three-stage design process

1. Desired Results
2. Evidence
3. Learning Plan

This means, frequently, that we do not utilize a singular textbook as curriculum*. Instead, we will utilize our Curriculum Writing funds for teachers to draft units in alignment with the backwards design process through the use of resources, such as textbooks. This is especially important in secondary.

Current Implementation

K-5 ELA

Wit and Wisdom

Completing Module 2

In our Learn Phase this year

Teachers work in PLCs to plan together

Support from Principals, Andy Larson, Brie McNamara

5th Science

TWIG

Professional Development through TWIG on 1/27

Next Steps

Currently in Phase 2:

6-12 ELA and 5-12 Social Studies

-Deconstructing standards and benchmarks

-Moving into developing units and materials review

Moving into Phase 2: K-4 Science

-T/L convening teachers to begin standards and materials review this Spring

25-26 Phase 2:

K-4 Science

K-5 Social Studies

K-12 Math

Thank you!





Course Approvals 2025

Hastings Public Schools is currently in the process of working through the course approval process for the upcoming school year. Unfortunately, approvals are on an ongoing basis without specific notification dates. As approvals come in, work will continue with prioritizing courses, etc.

The request at this time is to approve all proposed courses, both CIS and the two additional courses that are not linked to a university.

Current CIS Courses		
College Public Speaking	UMN	
College Literature	UMN	
College French	UMN	
College Macroeconomics	Southwest MN State	
College Psychology	Southwest MN State	
College Biology	Southwest MN State	
Intermediate Spanish	Southwest MN State	
College Child Psychology	CVTC	
College Personal Finance	CVTC	
College General Metals	CVTC	
College Criminal Justice	CVTC	
College Technical Math	CVTC	
College Accounting	CVTC	
Proposed Additions CIS		Potential Course Replacement
College Algebra	Southwest MN State	Algebra 3
College Trigonometry and Special Functions	Southwest MN State	Precalculus
College Precalculus	Southwest MN State	Honors Precalculus
College Academic Writing	Southwest MN State	AP Language and Composition
College Ethnic Studies	Southwest MN State	New Statutory Course Requirement
College Chemistry 1	Southwest MN State	Honors Chemistry
College Chemistry 2	Southwest MN State	AP Chemistry



College Physics	Southwest MN State	AP Physics
College Government (Poli. Sci.)	Southwest MN State	AP Government
College STEM	CVTC	STEM
College Literature	U of M	AP Language and Literature
College Writing	U of M	AP Literature

Additional Courses

<p>Introduction to Culinary Studies</p> <p>Course number(s): Credit(s): 1 Grade(s): 9, 10, 11, 12 <i>This course aims to equip you with essential culinary techniques and knowledge that will serve as a foundation for both personal cooking and potential career opportunities in the culinary field. Students will be introduced to various cooking topics, including knife skills, basic cooking and baking techniques, safety and sanitation practices, alternative food choices, and career exploration. Labs may include quick bread, yeast bread, main dishes, vegetables, fruits, cakes, desserts, and snacks.</i></p>		
<p>Healthcare Professions</p> <p>Course Number: Credits: 1 Grade(s): 11, 12 <i>This course provides an in-depth orientation to health professions and the healthcare industry. Topics covered may include an overview of healthcare delivery, patient care (including assessment of vital signs, body mechanics, and diet), disease processes, medical equipment and supplies, medical terminology, infection and disease prevention, first aid and CPR procedures, diagnostic procedures, and ethical, legal, and regulatory responsibilities.</i></p>		

School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Global Languages - Spanish. Ashley Hoffman and Julia Massmann
--------------------------------------	---------------------------------------------------------------

Fund 10 & Account Name Fund 11 & Account Name	Spanish Club (Fund 10) - We do not anticipate needing funds from this account for this trip.
------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

Purpose	This trip is for Spanish language acquisition
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Destination	Argentina (primary cities we will stay in are Buenos Aires and Córdoba)
--------------------	-------------------------------------------------------------------------

Type(s) of Transportation	We will fly to Argentina. While there we will use bus/van transportation
----------------------------------	--------------------------------------------------------------------------

Dates <small>Dates are approximate until trip confirmed</small>	Depart:	Date	Time	Return:	Date	Time
		6/6/26			6/17/26	

Cost per student	\$ \$5054 per student	Attach copy of payment schedule for inclusion in Online Payment System
-------------------------	-----------------------	------------------------------------------------------------------------

? Student drops out after paying	Department decision due to cost already incurred
-----------------------------------------	--------------------------------------------------

? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt
--------------------------------------	-----------------------------------------------------------------------

# Students participating	We will need at least 10 students to obtain this pricing. We will begin enrolling students as soon as the trip is approved.
---------------------------------	-----------------------------------------------------------------------------------------------------------------------------

# Chaperones needed	2 teachers but we may be able to add additional staff if we have a larger group of travelers
----------------------------	----------------------------------------------------------------------------------------------

All chaperone fees are the responsibility of the chaperone (not including activity affiliated staff members)

How are you ensuring equitable access for students of need?	This opportunity is an enrichment one. Students who register early can receive the early bird discount of \$200 off their trip, but other than that students must self fund.
--------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Are there any additional pre-trips or other unique arrangements?	No, but we require travelers to attend a number of pre-trip preparation meetings to get them ready for this experience.
-------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

It is the advisor's responsibility to communicate how funding for pre-trips is incorporated into trip fees

P-Card-Other Expenses	\$	Purpose We do not anticipate any p-card fees
------------------------------	----	--------------------------------------------------------

All receipts must be obtained and returned at the end of the trip

Principal Approved	Signature	Date
---------------------------	------------------	-------------

Superintendent Reviewed	Signature	Date
--------------------------------	------------------	-------------

Board Reviewed	Signature	Date
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Argentina en mi Corazón

12-Day Program | Student group Spanish language immersion begins in “the Paris of South America,” the bustling coastal city of Buenos Aires! Students experience the sights, sounds and culture of Buenos Aires through a panoramic bus tour and attending a live tango show. They visit an Argentinian ranch for a traditional asado barbeque. ¡Qué delicioso! The cultural immersion in Latin America continues as you make your way to the colonial and scenic city of Córdoba, where students meet their host families! Our unforgettable Family Stay Experience® allows students to become temporary locals and appreciate the everyday Argentinian lifestyle. They practice what they learn in Spanish class with their host family over meals and time spent together!* Spanish language skills come to life in this unique language immersion experience.

*If the family stay falls over the weekend (Saturday/Sunday), time with host families will be prioritized for maximum cultural immersion, versus organized group activities as indicated on the itinerary.

All travel dates are tentative, pending teacher approval and airline confirmation.

PROGRAM OVERVIEW

12 Days
Guided
Family Stay: Xperitas Family Stay
From \$4,819.00 pp from

FEATURES

Round-Trip Airfare
Overnight Accommodations
In-Country Transportation
Insurance
24/7 Emergency Support While Abroad

PROGRAM ITINERARY

Day 1 Depart

En route to Buenos Aires.

Included meals: None

Day 2 Buenos Aires

Arrive in Buenos Aires and transfer to your hotel. Begin your adventures with a walking tour of the bustling city of Buenos Aires. While touring the city you'll see el Teatro Colón, el Obelisco, la Avenida 9 de Julio, la Plaza de Mayo, la Casa Rosada, la Catedral, el Cabildo*, and la Florida.

* Closed on Mondays

Included meals: None

Day 3 Buenos Aires

Explore the city on a bus panorámico and enjoy sights such as La Bombonera soccer stadium, La Boca neighborhood, Bosques de Palermo, and the Recoleta Cemetery.

Included meals: Breakfast

Day 4 Buenos Aires

Take a train to Tigre and enjoy a boat excursion and the Puerto de Frutos market. Return to Buenos Aires for a tango show*.

* Thursday - Saturday only

Included meals: Breakfast, Lunch, Dinner

Day 5 Buenos Aires

Visit the Argentinian ranch La Florita and enjoy a horse show, traditional asado barbecue, and traditional dance performance.

Included meals: Breakfast, Lunch

Day 6 En Route to Córdoba

Visit the San Telmo neighborhood, Puerto Madero, la Reserva Ecológica, and the museum ship Fragata Sarmiento. Then take an overnight bus from Buenos Aires to Córdoba.

Included meals: Breakfast, Dinner

Day 7 Family Stay

Immerse yourself in the Argentinian culture by experiencing everyday life with your host family! It's your opportunity to use your language skills in real-life situations and make new friends.

Included meals: Breakfast, Lunch, Dinner

Day 8 Family Stay

Take a Spanish class and then explore your new surroundings on a bus panorámico city tour. Later, enjoy a walking tour and see the following sites: la Catedral, el Cabildo, el Museo de la Memoria, la Peatonal, and el Palacio Ferreyra.

Included meals: Breakfast, Lunch, Dinner

Day 9 Family Stay

After Spanish class, visit Alta Gracia and la Estancia Jesuítica; enjoy a picnic at Lago Tajamar.

Included meals: Breakfast, Lunch, Dinner

Day 10 Family Stay

Enjoy your last Spanish class, visit a local school, and later spend one final night with your host families.

Included meals: Breakfast, Lunch, Dinner

Day 11 En Route

Transfer to the Córdoba airport for your return flight to Buenos Aires, where you will catch your flight to the United States.

Included meals: Breakfast

Day 12 Return

Arrive in the United States with a lifetime of memories!

Included meals: None

The Family Stay Experience®

We believe that spending time with a family, speaking their language and participating in their customs is the best and most authentic way to experience another culture. It's also what makes our programs different from any other travel experience. After 50 years of arranging family stays, we're no longer surprised when our participants say that spending time with a family was the best part of their experience!



Non-Profit | Since 1972 | 100 Host Communities & Growing

Xperitas is a community of lifelong intercultural learners who believe in a world built on deeper understanding between cultures. Our values are reflected by our commitment to increasing accessibility to language immersion programs. We provide aid and merit-based scholarships to qualified participants. Xperitas also achieves this goal by providing grants to schools, better helping to promote global communication through language learning.

xperitas.org
info@xperitas.org
800-892-0022



HPS Facilities 10 Yr. Plan

SCOTT STOCKDALE

10 YEAR PLAN MATRIX:

- URGENT NEEDS*
- PREVENTATIVE NEEDS*
- BUILDING EQUITY*
- STAFF AND STUDENT ENVIRONMENT AND USABILITY*
- SCHOOL ENVIRONMENT AND USABILITY*
- H&S AND SECURITY*

“THE NEEDS OF TODAY MUST BE BALANCED WITH THE NEEDS OF TOMORROW”

URGENT NEEDS:

IMMEDIATE ISSUES OR FAILURES LEADING TO IMMEDIATE CONCERNS.

EXAMPLES: FAILING/FAILED HVAC EQUIPMENT; PA SYSTEM ISSUES; SIGNIFICANT ROOF LEAKS...

“CONTINGENCY BUDGETING IS A STRATEGIC REMEDY FOR URGENT NEEDS”

PREVENTATIVE NEEDS:

PLANNED SERVICE AND REPLACEMENT FOR EQUIPMENT WITH A FAIR AMOUNT OF MILEAGE, OR AT THE END OF ITS USABLE LIFE.

EXAMPLES: TIRED HVAC EQUIPMENT; PARKING LOT REPAIRS; PLUMBING PROJECTS (FIXTURE REPLACEMENT, PIPE LINING OR REPLACEMENT)...

“TIME AND USE DESTROY ALL THINGS.”

BUILDING EQUITY:

THE FINE ART OF BALANCING THE NEEDS OF ALL BUILDINGS RATHER THAN ONLY FOCUSING ON THE OLDEST OR NEWEST, WORST OR BEST.

EXAMPLES: TUCKPOINTING AT TILDEN & ROOF WORK AT THE HIGH SCHOOL. BATHROOM FIXTURES DISTRICT WIDE (SOME AT EACH BUILDING, OR ONE BUILDING PER YEAR...).

“FAIRNESS (EQUITY) IS NOT EVERYONE GETTING THE SAME, IT’S EVERYONE GETTING WHAT THEY NEED TO SUCCEED.”

STAFF AND STUDENT ENVIRONMENT AND USABILITY:

*EVALUATING THE NEEDS OF STAFF AND STUDENTS AS IT RELATES TO
THEIR TEACHING AND LEARNING ENVIRONMENTS.*

*EXAMPLES: PHYSICAL ATMOSPHERE (CLEANLINESS, ROOM
TEMPERATURE, LIGHTING); HARDWARE; CASEWORK; FIXTURES...*

**“HELPING PEOPLE IS AT LEAST PARTIALLY A MATTER OF PAYING ATTENTION
TO THEIR SURROUNDINGS.”**

SCHOOL ENVIRONMENT AND USABILITY:

*THE GENERAL LOOK AND FEEL OF A BUILDING OR SPACE CREATES AN
ATMOSPHERE FOR THOSE WHO OCCUPY IT AND SEE IT.*

*EXAMPLES: CLEANLINESS; ROOM TEMPERATURE; LIGHTING; DECOR;
HARDWARE; CASEWORK; FIXTURES, FLOORS, WALLS, CEILINGS...*

**“IT FEELS COOL TO LIVE AND WORK IN PLACES THAT LOOK COOL. THERE IS A
CERTAIN CONNECTION THAT PEOPLE MAKE WITH THE SPACES THEY OCCUPY”**

HEALTH, SAFETY, AND SECURITY:

ACCOUNTING FOR WELLBEING OF STAFF, STUDENTS, AND COMMUNITY.

EXAMPLES: BUILDING SECURITY (LOCKS, CAMERAS, TRAINING); PPE; PHYSICAL HAZARD ASSESSMENT AND MITIGATION; FIRE SERVICE, DEVICES AND EQUIPMENT...

“SAFETY OFTEN RESIDES IN THE REALM OF STRATEGIC INVESTMENT”

10 YEAR PLAN WITH A SPECIFIC FOCUS ON THE NEXT TWO FISCAL YEARS.

MAIN PROJECT PLANS FOR SUMMER 2025 INCLUDE:

*HIGH SCHOOL PARKING LOT REPAIR; PLUMBING FIXTURE
REPLACEMENT (DISTRICT WIDE); MIDDLE SCHOOL WALL TILE REPAIR/
REPLACEMENT; FIRE, INTRUSION, FREEZER & COOLER INTEGRATION
AND MONITORING; LOCKDOWN SYSTEM WORK (PANIC BUTTONS AND
NOTIFICATION; TODD FIELD LED LIGHT CONVERSION (BUILDINGS
ONLY); CHILLER REPAIR WORK (MIDDLE SCHOOL)...*

**“IT’S NOT THE SIZE OR COST OF A PROJECT THAT MATTERS, IT’S THE POSITIVE IMPACT IT HAS
ON THE DISTRICT.”**

Building Construction Fund Projects as of 12/31/2024

	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
Replace High School Carpet (Phase III)	74,471	-	-	-	74,471	-	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,731,222)	-	-	-	-	(9,731,222)	Reallocation
Interest Earnings	-	-	-	-	-	2,620,804	Interest Earnings
Subtotal	46,001,637	40,810,874	40,806,874	3,100,370	4,417,637	297,560	

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	380,393	380,393	33,445		18,901	In Process
Safety & Security Improvements	576,468	424,152	396,384	68,020	17,193	94,871	In Process
Interior Locks Allowance-Door Hardware Upgrades	420,000	379,619	240,155	36,248	2,026	141,571	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	236,461	227,515	81,680	36,172	242	118,367	In Process
Grounds/Site Improvements	500,000	500,182	369,504	33,009	222	97,266	In Process
Middle School Pod Redesign	235,000	57,045	57,045	-	105,162	72,792	In Process
High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865	175,444	-	284	89,272	In Process
Subtotal	2,665,667	2,199,771	1,700,605	206,893	125,128	633,040	

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
Subtotal	-	-	-	-	-	-	

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	-	-	-	27,069	72,931	Not Completed
Flexible Learning Furniture	600,000	-	-	-	547,987	52,013	Not Completed
Subtotal	700,000	-	-	-	575,056	124,944	

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

Total	49,367,304	43,010,645	42,507,479	3,307,264	5,117,821	1,055,544	
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Complete and In Process (does not include contingency)

52,494,896

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

JANUARY 14, 2025 BOARD MEETING

The ISD 917 School Board met for a Work Session and combined Organizational and Regular Meeting on January 14, 2025. School Board information and resources are available on our website at https://www.isd917.org/about/school_board.

WORK SESSION

INTEGRITY

- Reviewed policies:
 - 601 - School District Curriculum and Instruction Goals
 - 701 - Establishment and Adoption of School District Budget
 - 721 - Uniform Grant Guidance
- Reviewed Secondary Finances
- Reviewed Long-Term Facility Maintenance for Alliance Education Center
- Reviewed SHIP Grant
- Reviewed Calendar Committee representative
- Reviewed Temporary Employee Report
- Reviewed Accounts Receivable Aging Invoice
- Reviewed 2024-2025 ISD 917 School Board Self-Appraisal

COMMUNICATION

- Student Services Report
- Updates from Member Districts



ORGANIZATIONAL BOARD MEETING

- Administered Oath of Office to reappointed Board members from ISD 191 (Burnsville-Eagan-Savage) and ISD 195 (Randolph)
- Election of Officers:
 - Chair: Tom Bennett
 - Vice Chair: Cindy Nordstrom
 - Clerk: Lisa Ehleringer
 - Treasurer: Byron Schwab
- Established dates and times for 2025 School Board meetings
- Designated Pioneer Press as official district newspaper
- Set level of compensation for School Board members
- Reviewed Memorandum of Agreement with Member Districts
- Reviewed Board Committee and Representative Assignments



ISD 917 BOARD NOTES

JANUARY 14, 2025 BOARD MEETING

REGULAR BOARD MEETING

COMMUNICATION

- Approved Agenda
- Approved Consent items
 - 12/10/24 Minutes
 - Personnel Summaries
 - New Hires:
 - Effective 12/16/24:
 - Shannon Zywiec, Administrative Assistant (Special Education)
 - Effective 1/6/25:
 - Britney Greeley, Education Support Professional
 - Re-Hires:
 - None
 - Change in Status:
 - None
 - Leaves of Absence:
 - None
 - Resignations & Terminations:
 - Effective 12/13/24:
 - Ben Harding, Education Support Professional
 - Effective 1/3/25:
 - Allyssa Lind, Education Support Professional
 - Retirement:
 - None

STEWARDSHIP

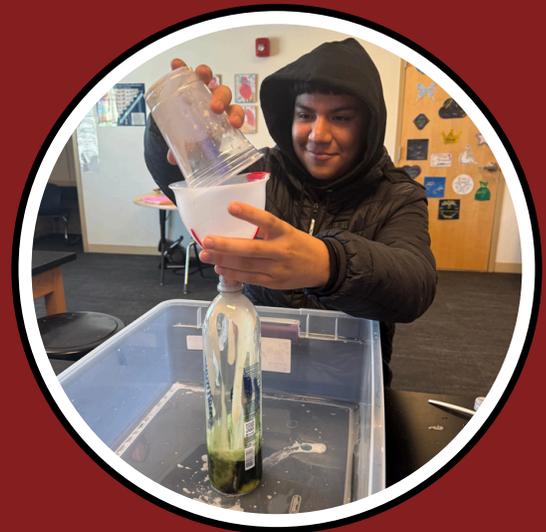
- Approved bills
- Approved wire transfers
- Approved investment reports

COLLABORATION

- Approved Temporary Employee Report
- Reviewed Accounts Receivable Aging Report
- Appointed Calendar Committee Representative

INTEGRITY

- Reviewed policies - first readings:
 - 601 - School District Curriculum and Instruction Goals
 - 701 - Establishment and Adoption of School District Budget
 - 721 - Uniform Grant Guidance





Association of Metropolitan School Districts

LEGISLATIVE PLATFORM

2025

Keeping Students at the Center

Public education is foundational to Minnesota's future prosperity.

Our ability to compete in the global economy is directly tied to our success in closing the significant racial and socioeconomic disparities in our educational outcomes. All students, and all Minnesotans, will benefit when each and every student has access to an equitable and excellent education.

The AMSD Board of Directors has identified the following priorities to help stabilize school budgets and create more equitable academic opportunities for all students.



ABOUT AMSD

The Association of Metropolitan School Districts represents 47 K-12 school districts and six intermediate / cooperative districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota, with the mission to lead the transformation of public education.

AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.

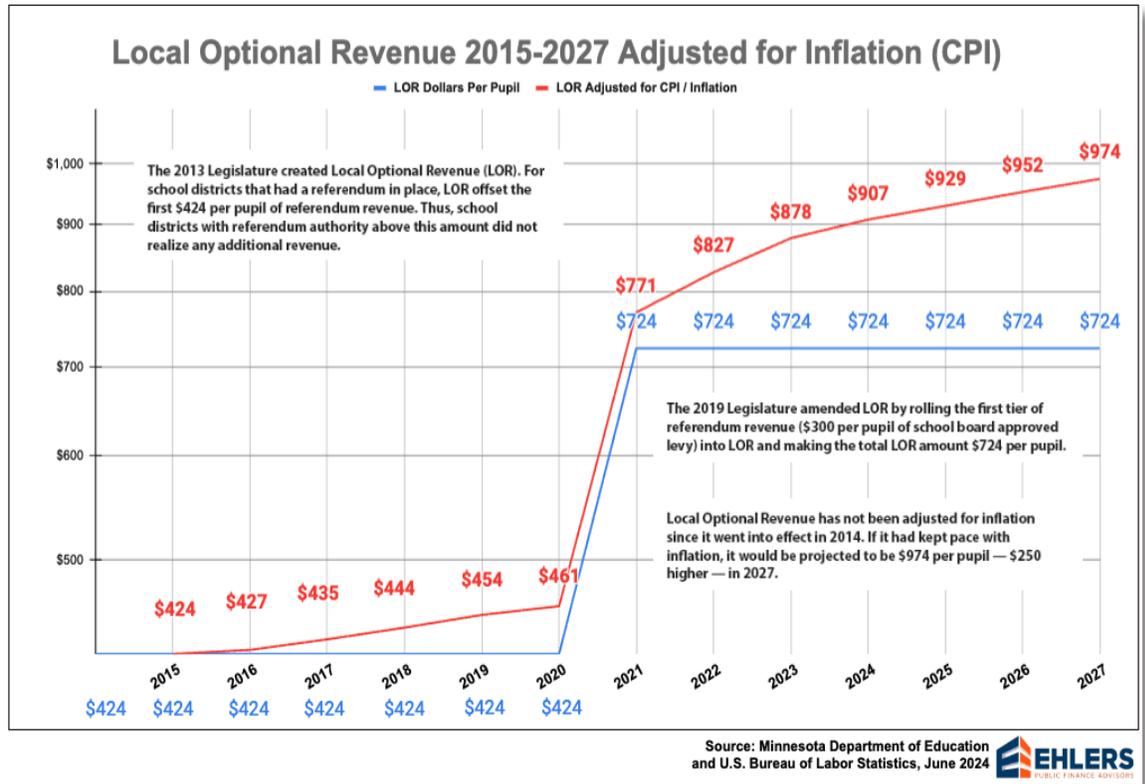


Association of Metropolitan School Districts

FUNDING PRIORITIES

A stable and equitable system must provide the resources necessary to meet state mandates and recognize real inflationary cost pressures. AMSD member school districts are facing major budget shortfalls in the wake of rising costs and expansive new requirements and expectations for our schools.

To help stabilize school budgets and mitigate significant staff layoffs, the Governor and Legislature should:



- Increase the formula allowance by 3 percent over current law for FY26 and FY27;
- Increase Local Optional Revenue from \$724 to \$974 per pupil to recover ground lost to inflation since the program was established in 2014 and link it to the formula;
- Provide funding to cover the state mandated costs of the Minnesota Unemployment Insurance and Paid Leave programs;
- Provide additional funding for teacher training and curriculum to ensure a successful implementation of the Read Act;
- Stabilize the compensatory funding formula by including additional criteria to identify families and students eligible for compensatory services;
- Increase the allowance for the Extended Time program so school districts can extend the school day, week and/or year to help all students succeed;
- Reduce the cross-subsidies in the special education and English learner programs;
- Strengthen programs such as the Grow Your Own and teacher apprenticeship programs to recruit and retain teachers of color and teachers in shortage areas, and maintain and expand pathways to teacher licensure; and
- Increase equalization of the operating referendum, local optional, and debt service levies in the omnibus tax bill to reduce taxpayer and education funding disparities.



Association of Metropolitan School Districts

ENHANCE STUDENT-CENTERED LEARNING

State policymakers should expand student-centered learning opportunities to allow school districts to create meaningful and personalized experiences that prepare students for future success. Specifically, the Governor and Legislature should:

- Broaden the definition of hours of instruction to allow students to earn credit for learning wherever it occurs;
- Create a legislative working group to study existing barriers to student-centered learning and craft recommendations for improvement;
- Replace the high school MCA exams with a nationally recognized college entrance exam; and
- Direct the Minnesota Department of Education to appoint a working group to build on the Future Assessment Design Working Group recommendations from 2017 and leverage existing state expertise, including researchers, practitioners, and stakeholders, to develop an assessment system that better supports student-centered learning.



ENSURE SAFE SCHOOLS FOR STUDENTS AND STAFF

To protect public assets and ensure safe and secure learning environments for students and staff, state policymakers should:

- Increase the per pupil allocation for the Long-Term Facilities Maintenance (LTFM), Operating Capital, and Lease Levy programs to recover ground lost to inflation since 2014 and expand the allowable uses of LTFM revenue to include security modifications and additions for instructional space;
- Allow limited removal time from class within Non-Exclusionary Discipline (NED) to enable schools to plan effective reentry supports and interventions to ensure safe classrooms; and
- Increase the Safe Schools Levy.



Association of Metropolitan School Districts

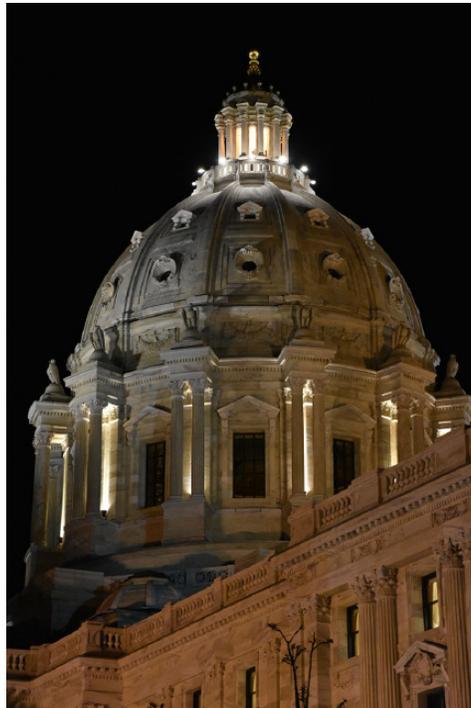
MEMBER DISTRICTS

Anoka Hennepin Schools • Bloomington Public Schools • Brooklyn Center Community Schools • BrightWorks • Buffalo-Hanover-Montrose Schools • Burnsville-Eagan-Savage School District • Centennial School District • Columbia Heights Public Schools • Duluth Public Schools • Eastern Carver County Schools • Eden Prairie Schools • Edina Public Schools • Elk River Area Schools • Farmington Area Public Schools • Fridley Public Schools • Hastings School District • Hopkins Public Schools • Intermediate School District 287 • Intermediate School District 917 • Inver Grove Heights Schools • Lakeville Area Public Schools • Mahtomedi Public Schools • Mankato Area Public Schools • Minneapolis Public Schools • Minnetonka Public Schools • Mounds View Public Schools • Northeast Metro Intermediate School District 916 • North St. Paul-Maplewood-Oakdale School District • Northwest Suburban Integration School District • Orono Schools • Osseo Area Schools • Prior Lake-Savage Area Schools • Richfield Public Schools • Robbinsdale Area Schools • Rochester Public Schools • Rockford Area Schools • Rosemount-Apple Valley-Eagan Public Schools • Roseville Area Schools • Shakopee Public Schools • South St. Paul Public Schools • South Washington County Schools • SouthWest Metro Intermediate District • Spring Lake Park Schools • St. Anthony-New Brighton School District • St. Cloud School District • St. Louis Park Public Schools • St. Michael-Albertville Schools • St. Paul Public Schools • Stillwater Area Public Schools • Wayzata Public Schools • West St. Paul-Mendota Heights-Eagan School District • Westonka Public Schools • White Bear Lake Schools

RESTORE MANAGERIAL RIGHTS AND ENHANCE LOCAL CONTROL

School districts need time to implement the new programs and requirements adopted during the last biennium. AMSD urges state policymakers to refrain from enacting any new mandates and:

- Repeal the requirement that locally elected school boards negotiate e-learning days, student testing, and student-to-staff ratios;
- Allow locally elected school boards to renew an existing capital project levy at the same rate after a public hearing;
- Require any individual submitting a data request to identify themselves and the organization they represent and allow districts to recover the rapidly escalating costs, including legal costs, associated with these requests;
- Allow school boards to establish the school calendar that best meets the needs of their students, staff, and community;
- Allow school districts to publish official proceedings on the district website in lieu of publishing them in a newspaper; and
- Eliminate the state requirement of a three day notice for remote school board meeting access.



STAY CONNECTED WITH AMSD

Website: www.amsd.org

X: @amsdmn

Facebook: www.facebook.com/AMSDMN

Association of Metropolitan School Districts

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BRIDGE TO SUCCESS

Hastings Public Schools

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

Native American Parent Advisory Council: Summary of January 9, 2025

- I. **Call to Order**
- II. **Attendance**
- III. **Old Business**
 - A. Needs secured for February Storytelling Event
- IV. **New Business**
 - A. **Winter Event**
 1. Missing needs
 - B. **Vote of Compliance**
 1. Executive or closed session meeting for Committee only
 2. February 26, 2025, on School Board Agenda for presentation.
 - C. **Tribal Consultation with TNEC**
 1. Last week in February
 2. Prairie Island
 - D. **District Updates**
 1. Administration
 - a) Proud to see the growth and strength of NAPAC
 - b) Hanging of Tribal Flags is set to take place at Hastings High School
 - (1) A date will be set
 - (2) NAPAC is working with the Tribal Nations in Minnesota to have them participate in the hanging of the flags.
 2. **Andrew Hodges (Teaching and Learning)**
 - a) Those attending MIEA
 3. **Alyssa Cherry (Native American Education Liaison)**
 - a) **Field Trips:** Elementary students are going to the Science Museum of Minnesota on February 7, 2025.
 - (1) Transportation cost: \$370.00
 - (2) Indigenous peoples enter the museum for free.
 - b) **Native Peer Groups:**
 - (1) **High School:** Made medicine bags in December and planned a medicine wheel mural for the new Native Ed classroom in January.
 - (2) **Middle School:** Made medicine bags together in December and in January talked about the medicine wheel teachings and ways

to keep their lives and selves balances, they also worked on a medicine wheel mural for the Middle School.

(3) **Elementary Schools:** Field trip upcoming. December included group beadwork. In January, they will read *The Jingle Dancer* by Cynthia Leitich together and practice some powwow dance styles together.

- c) **Individual student engagement:** No changes to current schedule of meeting times with students.
- d) **Data:** We have officially hit 100 students identified as Native American enrolled in Hastings Public Schools. Alyssa has reached out to Betsy Blackhawk to nail down timing and content details for an Indigenous language and culture class.
- e) **JOM:** Sent an updated JOM list to Billie Annette, JOM Coordinator of the Minnesota Chippewa Tribe. Updated JOM brochure guide for families has been developed and will be sent home with students. This will be accompanied by an email to families providing more information on JOM.
- f) **Dreamcatcher Project:** Alyssa Cherry, Andrew Hodges, and Dr. Tammy Champa will be attending the upcoming Dreamcatcher Winter Gathering Storytelling Event on Friday, January 24, 2025.

V. Upcoming Events

- A. February meeting - February 6, 2025, at Pleasant Hill Library
- B. February Winter Event: February 19, 2025
 - 1. Middle School Auditorium
 - 2. Reserved from 4:30 PM to 8:00 PM
 - 3. Social hour to begin at 5:30 PM
 - 4. Storytelling to begin at 6:00 PM
- C. March meeting - March 6, 2025, at Pleasant Hill Library
- D. Minnesota Indian Education Association (MIEA) Conference
 - 1. March 19-21
 - 2. Mystic Lake



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.

In Attendance: Superintendent Champa, Jessica Dressely, LynDee Humble, Cathy Moen, Carrie Tate and Mark Zuzek

Next Policy Committee Meetings

January 31, 2025 at 12:00pm

January 13, 2025 Summary

[Review Cycle Tracker](#)

1st Readings

206 Public Participation in School Board Meetings...

- Committee Discussion: Section VI(A): added “if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker”/ Section IX:: Reworded to state “The Board may determine when necessary the time, place, and manner considerations for this policy during a board meeting as outlined in 206.2.”/Added cross reference
 - Committee Recommendation: ***1st Reading***

208 Development, Adoption, and Implementation of Policies

- Committee Discussion: Section III (C) , Section V (A & B), and Section VI (D):revised to align w/language in review cycle, handbook, and procedure/ Section V(E): added sunset language to policy
 - Committee Recommendation:***1st Reading***

430 Employee Recognition

- Committee Discussion: Section II(B): “*prior to the beginning of each school year*” replace with “*during the Organizational Meeting each year*”
 - Committee Recommendation: ***1st Reading***

Updates to Procedures and Forms

(Procedures & forms do not require a board vote)

206.1FRM Public Participation at School Board Meeting: Procedure and Request Form

- Committee Discussion: Updated form submission email address/Aligned #9 with policy 206/ Fixed broken links.

206.2PR Public Comment Procedures

- Committee Discussion: Revisions to align with policy 206

208.1PR Development, Adoption, and Implementation of Policies Procedure

- Committee Discussion:Added Section II “*Annual Review Policies*”(A) includes policies that must be reviewed in accordance with state statute and (B) includes policies that contain language within the policy requiring annual review./Additional revisions were made to align with policy 208

213.1PR School Board Committee's Procedure

- Committee Discussion: Section I: updated to reflect 2 year committee terms/ Section I(C) : Added “during a working session” (to establishing an ad hoc committee)/Section II (C): Removed “by majority vote of the committee” (committees do not typically vote on recommendations before they are presented to the board)

2nd Readings & 3rd Readings

No changes or revisions.

HANDBOOK MAINTENANCE & REVIEW PROCEDURE (Handbook pg.8)

During each year, the handbook may undergo a brief review by the policy committee that will:

- Ensure consistency with the 200 series policies, and procedures;
 - Be presented to the board for discussion during a work session; and
 - Be adopted by a majority vote during a single board meeting.
- Committee Discussion: Revision details are outlined in the attached document
 - Committee Recommendation: **Adopt Handbook revisions**

January 22, 2025 Board Meeting

Ist Readings:

206 Public Participation in School Board Meetings...

208 Development, Adoption, and Implementation of Policies

430 Employee Recognition

2nd readings:

534 Unpaid Meal Charges

610 Field Trips

614 School District Testing Plan and Procedure

615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students

721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

Consent Agenda:

- 3rd Reading/ Consent Agenda
 - 524 Internet and Technology Acceptable Use and Safety Policy
 - 524.1 Cell Phones and Electronic Devices
 - 533 Wellness



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete

terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

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

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. Right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. Right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. Right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. Right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn.Stat. §122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. Right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. Right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC’S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES FOR COMMENTS TO THE BOARD

- A. The school board will not engage in discussion ~~or provide responses~~ during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker.
- B. To be recognized, those who want to participate in public comments must complete the Public Participation at School Board Meetings Procedures and Request (206.1FRM) and submit their request via email or drop it off at the district office no later than 8 am on the day prior to the regularly scheduled board meeting. If a group or organization wishes to

address the school board on a topic, one representative shall be designated as the speaker. Selected speakers will be notified by the administrative assistant to the superintendent.

- C. Only those speakers recognized by the school board will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.
- D. Matters which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- E. The school board shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual and any media feed will be cut immediately.
- F. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

VII. COMPLAINTS

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

VIII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

IX. PROCEDURES

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

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: *ISD 200 Policy 203.2PR (Order of the Regular School Board Meeting)*
ISD 200 Policy 205 (Open Meetings and Closed Meetings)
ISD 200 Policy 206.1FRM (Public Participation at School Board Meeting: Procedure and Request Form)
ISD 200 Policy 206.2PR (Board Procedures for Policy 206)
ISD 200 Policy 207 (Public Hearings)
SD 200 Policy 406 (Public and Private Personnel Data)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: 03.06.2024
Policy Adopted: 03.27.2024
Policy Revised: 01.13.2025



208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Adopted” is the date when then policy was last adopted by the school board;
- B. “Reviewed” is the date when the policy was last fully reviewed by the policy committee; and
- C. “Revised” is the date when the policy was last modified with minor changes that do not affect the substance of the policy or because of legal changes in which the board has no control. ~~updated based on changes in statute or law.~~ Revisions may be adopted in a single meeting at the discretion of the board.

IV. DEVELOPMENT OF POLICY

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

V. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of ~~recommended~~~~proposed~~ policy changes or proposals ~~adoption~~ of new policies by placing the ~~policy item~~ for “1st, and 2nd, reading” on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed during the public comments section of a board meeting. The board may vote after the second policy reading, but will follow a general practice of voting at a subsequent meeting.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board. The proposed policy for final action will be included in the *Consent Agenda* portion of the *Action Items* on the meeting agenda. The policy will be effective ~~immediately unless on the latter of the date of passage or the a later date is stated~~ in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.
- E. ~~In order to sunset a policy, the policy committee must introduce the recommendation to remove the policy from the policy manual during a regular board meeting. At the next regular board meeting the policy will be included in the consent agenda for removal approval.~~

VI. IMPLEMENTATION OF POLICY

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

persons.

- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.
- D. The school board shall ~~review policies~~ utilize a three year policy review cycle, ensuring that each policy undergoes a full review once every three years. ~~each policy~~ ~~policies at least once every three years.~~ In addition, ~~the school board shall review~~ the following policies **legally must be reviewed** annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy. **Additional policies may be reviewed annually at the board's discretion and in accordance with 208.1PR.**
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

Cross References: *ISD 200 Policy 201, Legal Status of the School Board*
ISD 200 Procedure 208.1PR
ISD 200 Procedure 208.2PR

Policy Reviewed: 10.23.2023
Policy Adopted: 10.25.2023
Policy Revised: ~~01.13.2025~~ ~~03.01.2023~~



430 EMPLOYEE RECOGNITION

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

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

Policy Reviewed: 04.12.2024

Policy Adopted: 06.26.2024

Policy Revised: 01.13.2025



534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or seconds as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All a la carte items or second meal purchases are to be prepaid before meal service begins on the district website under: Parents - Online Payments - Food Service/MealPay Plus. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.
- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
 - 1. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - 2. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.

- E. When the student has a negative balance, the student will not be allowed to charge a snack item.
- F. If a parent/guardian chooses to send in one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families and employees when meal account balances are low or fall below zero, ~~of a low account balance when the account is below \$0.00,~~ via the district's automated alert notification system. ~~Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.~~¶¶
- B. Families will be notified of an outstanding negative balance notification when their student's account is below \$0.00, twice per week via the district's automated alert notification system.
- C. ~~Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non reimbursable meals; or affixing stickers, stamps, or pins. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non reimbursable meals; or affixing stickers, stamps, or pins.~~
- D. ~~When an account balance reaches negative \$50, the Food & Nutrition Services Department shall notify the parent(s)/guardian(s) via letter. Such letter shall notify the parent(s)/guardian(s) of the expectation that the account be brought to a positive balance within ten days or as specified in a repayment plan, and will include a meal application (if one is not already on file).~~¶¶

¶¶

~~E. When an account balance reaches negative \$75, building principals shall contact the parent(s)/guardian(s) via phone to communicate the expectation that the account be brought to a positive balance within ten days or as specified in a repayment plan.¶~~

~~¶~~

~~The following individuals may personally call students' parent(s)/guardian(s), mail letters, or send letters home in students' backpacks if necessary:¶~~

~~¶~~

~~• Food & Nutrition Services Department Director or secretary¶~~

~~Individual school buildings principals, secretaries, social workers, or community support social workers.~~

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$100, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing or via the student handbook to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post the policy on the school district’s website, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district’s school meals policy.

Legal References: *Minn. Stat. § 123B.37 (Prohibited Fees)*
Minn. Stat. § 124D.111, Subd. 4 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 et seq. (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: *None*

Policy Reviewed: ~~12.09.2024~~ ~~05.29.2020~~
Policy Adopted: 06.24.2020
Policy Revised: 07.27.2023



610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Additional criteria to be considered include trip crisis plan (Examples; student injury, student illness, lead organizer illness, death of family member at home, etc.), total cost to the participant and/or district, effect of absence upon scholastic performance of participating students and impact upon the overall operation of the school. The school board reserves the right to approve extended trips on an individual basis.

Student trips will be categorized within three general areas:

A. Required Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Students without parent permission will participate in an alternate activity with the same learning objectives and credit. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Optional Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which supplement the instructional or activity program goals. **These trips** usually take place outside the regular school day. Examples of trips in this category involve cultural events, student activities, clubs, and other special interest groups or social activities. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees).

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips

must ~~may~~ be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. The form must indicate any potentially hidden costs (i.e. pre-trips) and/or perceived risks of the trip. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
3. Participating in overnight trips for curricular, co-curricular, or extracurricular activities is a privilege. To ensure the safety of the traveling party, participants may be subject to a search of their person or possessions by school administrators prior to boarding the transportation for an overnight event.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activities.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. All volunteers accompanying students on extended trips will be subject to a background check. ~~in accordance with Policy 903.1.~~ Volunteers will be responsible for the cost of the background check.
- D. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- E. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- F. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain pre-approval by administration of student transportation

by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre-approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy or the school board may, at any time, decide to cancel a pre-approved trip. This decision would typically occur due to safety concerns for the students and staff.

The Superintendent has the discretion to cancel any trip at any time if he/she determines that proceeding with the field trip may unduly jeopardize students' health or safety. The district may not be responsible for any financial loss associated with the cancellation of trips. Therefore, students or chaperones participating in any activity involving substantial prepayment of fees are highly recommended to seek a reputable travel insurance policy.

Legal References: *Minn. Stat. § 123B.36 (Authorized Fees)*
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards — Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: ~~*MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*~~
ISD 200 Policy 423 (Employee – Student Relationships)
ISD 200 Policy 506 (Student Discipline)
~~*MSBA/MASA Model Policy 707 (Transportation of Public School Students)*~~
ISD 200 Policy 709 (Student Transportation Safety Policy)
ISD 200 Policy 710 (Extracurricular Transportation)
ISD 200 Policy 903A

Policy Reviewed: 07.11.2022
Policy Adopted: 07.22.2020
Policy Revised: 12.09.2024 ~~07.27.2022~~



614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

~~It is the purpose of this policy to set forth the school district's testing plan and procedure. The purpose of this policy is to set forth the school district's testing plan and procedure.~~

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to implement procedures for testing, test security, ~~reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.~~

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION ~~TEST ADMINISTRATOR~~

A. Superintendent

1. Responsibilities before testing:

- a) Designate a district assessment coordinator and district technology coordinator.
- b) The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c) Annually review and recertify staff who have access to MDE secure systems.
- d) Read and complete the Assurance of Test Security and Non-Disclosure.
- e) Establish a culture of academic integrity.
- f) Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g) Ensure student information is current and accurate.
- h) Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i) Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j) Confirm the district assessment coordinator has current information and training

specific to test security and the administration of statewide assessments.

- k) Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l) Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing:

- a) Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b) Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c) Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d) Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e) Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f) Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing:

- a) Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b) Read and complete the Assurance of Test Security and Non-Disclosure.
- c) Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure.
 - (1) Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.

- d) Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
- e) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f) Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g) Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h) Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
- i) Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials

after testing is completed.

j) Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s):

a) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.

b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

c) Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.

d) Address invalidations and test or accountability codes.

3. Responsibilities after testing:

a) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

b) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

c) Return secure test materials as outlined in applicable manuals and resources.

d) Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

e) Review student assessment data and resolve any issues.

f) Distribute Individual Student Reports no later than fall parent/teacher conferences.

g) Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing:

a) Designate a school assessment coordinator and technology coordinator for the building.

b) Be knowledgeable about proper test administration and test security as outlined in manuals and directions.

c) Read and complete the Assurance of Test Security and Non-Disclosure.

- d) Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e) Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f) Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g) Verify that all test monitors and test administrators receive proper training for test administration.
 - h) Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i) Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s):
- a) Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing:
- a) Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b) Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing:
- a) Implement test administration and test security policies and procedures.
 - b) Read and complete the Assurance of Test Security and Non-Disclosure.
 - c) Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
 - d) Identify appropriate tests for students and ensure student data sent to service

providers for testing are correct.

- e) Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f) Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g) Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify the need for additional test materials to the district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.

- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s):

- a) Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b) Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding the same.
- c) Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e) Report testing irregularities to the district assessment coordinator using the Test Administration Report.
- f) Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing:

- a) Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d) Return secure test materials as outlined in applicable manuals and resources.
- e) Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f) Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that the district is prepared for online test administration and provide

technical support to district staff.

2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing:
 - a) Read and complete the Assurance of Test Security and Non-Disclosure.
 - b) Attend trainings related to test administration and security.
 - c) Complete required training course(s) for tests administering.
 - d) Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e) Be knowledgeable regarding student accommodations.
 - f) Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a) Before test:
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b) During test:

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in **the** testing room and remain attentive during **the** entire test session. Practice active monitoring by circulating throughout the room during testing.
- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to **the** school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

c) After **the** test:

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion, return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing:

- a) Read and complete the Assurance of Test Security and Non-Disclosure.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
- e) Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s):

a) Before the test:

- (1) Maintain security of materials.
- (2) Confirm appropriate MTAS materials are available and prepared for **each** student.

b) During the test:

- (1) Administer each task to each student and record the score.
- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and how to respond to emergency and unusual circumstances.
- (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (4) Document and report and unusual circumstances to **the** district or school assessment coordinator.

- c) After the test.:
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing:

- a) Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b) Ensure English language and special education designations are current and correct for students testing based on those designations.
- c) Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing:

- a) Ensure accurate enrollment of students in schools during the accountability windows.
- b) Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c) Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

- 1. The importance of test security;

2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

~~The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of the basic standards test administration plan. The school district test administrator shall file the plan with the Department of Education (“Department”) and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:~~

~~The graduation requirements,¶¶~~

~~D. The number of opportunities a student shall have to retake tests of basic standards during each year,¶¶~~

~~E. The opportunities for remediation for a student who has not passed tests of basic standards,¶¶~~

~~F. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic standards,¶¶~~

- ~~G. The process for appealing the school district's response to requests in item C.,~~
- ~~H. The method to report breaches in test security procedures to the school district and the Department, and~~
- ~~I. Procedures for meeting the needs of Limited English Proficient students, students who require an IEP or students who require Section 504 Accommodation.~~

~~TEST SECURITY~~

~~J. **Security Requirements.** When administering tests for the basic standards, the school district shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education.~~

~~¶~~

~~1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration,~~

~~¶~~

~~2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34,~~

~~¶~~

~~3. No copies of test booklets or answer sheets shall be made, and~~

~~¶~~

~~4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.~~

~~¶~~

~~K. **Security Violations.** The Department shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:~~

~~¶~~

~~1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration, or~~

~~¶~~

~~V. **Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.**~~

~~SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC~~

~~¶~~

~~A. The school district shall report the information specified below to the Department annually by October 15 in a format to be determined by the Department.~~

~~B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through~~

~~publications sent to all households in the school district.~~

~~C. The reports required above shall include:~~

- ~~1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;~~
- ~~2. The number of students at each grade level 9 through 12 passing each basic standard at the state standards level;~~
- ~~3. The number of students at each grade level 9 through 12 passing each basic standard at an individualized level under an IEP or a Section 504 Accommodation plan;~~
- ~~4. The number of students at each grade level 9 through 12 passing tests in each basic standard with tests that have been translated into a language other than English;~~
- ~~5. The number of students at each grade level 9 through 12 exempt from testing in each basic standard; and~~
- ~~6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic standard when all other graduation requirements have been met.~~

~~The superintendent shall submit reports identifying expenditures related to basic standards testing, to the Department as required by law.~~

VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE.~~the Department.~~ The records must include documentation consisting of the following:~~that:~~

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
 5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
 6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
 8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
 9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
 10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.
- ~~B. Required notifications to parents and students meet the requirements of Minn. Rules Part 3501.0120,¶¶~~
 - ~~C. Required student records meet the requirements of Minn. Rules Part 3501.0130,¶¶~~
 - ~~D. The school district's process for additional testing of students meets the requirements of Minn. Rules Part 3501.0050,¶¶~~
 - ~~E. Test security procedures comply with Minn. Rules Part 3501.0150,¶¶~~
 - ~~F. The school district's decisions regarding testing accommodations, modifications, and granting exemptions are in compliance with Minn. Rules Parts 3501.0090 and 3501.0100,¶¶~~
 - ~~G. The school district's curriculum and instruction provides appropriate learning opportunities in the basic standards in compliance with Minn. Rules Part 3501.0110,¶¶~~
 - ~~H. Remediation plans for students are on file consistent with Minn. Rules Part 3501.0110,¶¶~~
 - ~~I. The basic standards test administration plan complies with Minn. Rules Part 3501.0140, subpart 2,¶¶~~
 - ~~J. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules Part 3501.0090,¶¶~~
 - ~~K. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C, and¶¶~~

~~L. The school district's process for testing considerations for LEP students complies with Minn. Rules Part 3501.0100.~~

~~REQUIRED NOTIFICATION TO PARENTS AND STUDENTS~~

~~¶~~

~~M. **Written Notice.** The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.~~

~~¶~~

~~N. **Notice of Graduation Requirements.** No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice of:~~

~~¶~~

~~1. The graduation requirements, and~~

~~¶~~

~~2. The grade in which the student shall have the first opportunity to take a test in basic standards.~~

~~¶~~

~~O. **Notice of Test Results and Remediation Opportunities.** The school district shall provide no later than ninety (90) days after a student takes a test of basic standards, written notice to the parents and the student of:~~

~~1. Basic standards test results, and~~

~~2. Consistent with Minn. Rules Part 3501.0050, subpart 3, if the student is in the graduating year:~~

~~a) The process by which a parent or student can request additional testing and testing accommodations after April 1, and~~

~~b) The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.~~

~~VII. **Notice Pertaining to Adequate Yearly Progress.** If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the Minnesota Department of Education, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department's proposal:~~

~~STUDENT RECORD KEEPING~~

~~A. **Test Results.** The school district shall keep a record on each student that includes.¶¶~~

~~1. The basic standards tests taken, and¶¶~~

~~2. The results of the most recent basic standards tests given.¶¶~~

~~B. **Student Progress.** Individual student progress shall be reported on a student record as described in items 1. to 4. below.¶¶~~

~~¶¶~~

~~1. “Pass-state level” shall be noted on the record of a student who passes a basic standards test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.¶¶~~

~~¶¶~~

~~2. “Pass-individual level” shall be noted on the record of a student who passes a basic standards test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minn. Rules Part 3501.0090.¶¶~~

~~¶¶~~

~~3. “Pass-translation” shall be noted on the record of a student who passes a basic standards test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.¶¶~~

~~¶¶~~

~~VIII. **“Exempt” shall be noted on the record of a student who has been exempted from a basic standards test.**~~

~~RETALIATION PROHIBITED~~

~~An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.~~

Legal References: *Minn. Stat. § 13.34 (Examination Data)*
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.30 (School Accountability)
Minn. Rules Parts 3501..0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.082 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social

Studies)

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

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

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*

ISD 200 Policy 613 (Graduation Requirements)

ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

ISD 200 Policy 616 (School District System Accountability)

Minnesota Pearson Access Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

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615 ~~BASIC STANDARDS TESTING; ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS-ACCOMMODATIONS, AND LEP STUDENTS~~

I. PURPOSE

The purpose of the policy is to provide adequate opportunities for students identified as having an individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students. ~~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).

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.

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

See Chapter 45 of the current “Procedures Manual for the Minnesota Assessments” and Guidelines for Administration of Accommodations and Linguistic Supports.

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. 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)*
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Rules Parts 3501.0660 (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)

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721 **UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

- A. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries.
Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described

in 2 Code of Federal Regulations section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- G. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

~~“Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition.~~

~~The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability), or~~

~~The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).~~

~~The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.~~

~~“Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.¶¶~~

~~“Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.~~

H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175250,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

~~“Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$105,000.~~

~~“Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).~~

~~“Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.~~

- J. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.

~~“Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.~~

~~“Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.~~

- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which

employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards.

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement.

These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement.

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for

qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition.

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products

which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

- K. Non-federal entities are prohibited from contracting with or making sub awards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All non-procurement transactions entered into by a recipient (i.e., sub awards to sub recipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

A. Property Standards.

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with

the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. Other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The

timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award. ~~The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.~~

The school district must ~~also~~ evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds.

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance,

applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at:
<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs.

The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law.

2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;

7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core

principles that serve as an important guide for effective grant management. These core principles require all costs to be:

- a. Necessary for the proper and efficient performance or administration of the program.
- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules.

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non participating students.
4. These presumptions apply differently in different federal programs and also in school wide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency's Office of

Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification.

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs.

Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district

policy; and

4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district’s reimbursement policy.

F. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district’s non-federally funded activities and in accordance with the school district’s reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district’s written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district’s established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual’s travel for the federal award;
2. Consistent with the school district’s documented travel policy for all school district travel; and
3. Only temporary during the travel period.

Legal References: 2 C.F.R. § 200.1 (*Definitions; Capital Assets*)
2 C.F.R. § 200.112 (*Conflict of Interest*)

2 C.F.R. § 200.113 (Mandatory Disclosures)
 2 C.F.R. § 200.205~~(d)~~ (Federal Awarding Agency Review of Merit of
 Proposals of Risk Posed by Applicants)
 2 C.F.R. § 200.214 (Suspension and Debarment)
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 2 C.F.R. § 200.302 (Financial Management)
 2 C.F.R. § 200.303 (Internal Controls)
 2 C.F.R. § 200.305(b)(1) (Federal Payment)
 2 C.F.R. § 200.310 (Insurance Coverage)
 2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319(c) (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
 Women's Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Financial reporting)
 2 C.F.R. § 200.339 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.473 (Transportation Costs)
 2 C.F.R. § 200.474 (Travel Costs)

Cross References: ISD 200 Policy 208 (Development, Adoption, and Implementation of
 Policies)
 ISD 200 Policy 210 (Conflict of Interest – School Board Members)
 ISD 200 Policy 412 (Expense Reimbursement)
~~ISD 200 Policy 701 (Establishment and Adoption of School District Budget)¶¶~~
~~ISD 200 Policy 701.1 (Modification of School District Budget)¶¶~~
~~ISD 200 Policy 702 (Accounting) ¶¶~~
~~ISD 200 Policy 703 (Annual Audit)~~

Policy Reviewed: ~~12.18.2024~~ 08.11.2022
 Policy Adopted: 06.24.2020
 Policy Revised: 06.19.2020



206.1FRM PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS - PROCEDURE & REQUEST FORM

To address the school board during the public comment portion of the regular board meeting, please read the procedures outlined below, complete this form, and deliver it to the District Office in person at 1000 W. 11th St., Hastings, MN 55033 or by email to: lhumble@isd200.org.

This form must be delivered no later than 8:00 a.m. on the day prior to the regularly scheduled board meeting at which you intend to speak. If you intend to provide documents to the school board, please email the documents to lhumble@isd200.org in advance of the meeting.

Procedures and Limitations:

1. Speakers must have a direct connection to Independent School District No. 200, such as being a parent/guardian of a student in attendance, a taxpayer, a business owner in the local community, an employee of the School District, or having another clear connection to the District;
2. The public comment portion of the meeting is limited to a maximum of five speakers;
3. Each individual speaker is limited to three minutes;
4. After being recognized by the board chair, each speaker will identify themselves/the group they represent, if any. If the speaker is part of a group that plans to speak on a topic, he/she will be expected to designate one individual to speak on the topic, so other speakers have an opportunity to be heard on other topics;
5. Public comment is not the place to address matters related to specific students or staff. Please reference [Policy 103](#) (Complaints - Students, Employees, Parents, Other Persons) for the appropriate method to be heard on those matters or bring concerns to District personnel, such as the building principal or superintendent;
6. Personally identifiable information, including, but not limited to names of students or School District personnel must not be disclosed in the course of public comment;
7. Speakers are expected to refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting;
8. If a speaker violates the procedures and limitations set forth herein, he/she may be ruled out of order, which will result in forfeiture of the remainder of the speaker's time. Continued or repeat violations of the procedures and limitations may result in the loss of the privilege to address the board at future meetings;
9. The school board will not engage in discussion during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker.

Speaker Information:

Name: _____

Date of board meeting at which you plan to speak during public comment: _____

Are you a resident of ISD 200? Yes No

If not, what is your direct connection to the school district?

If you will be speaking as a representative of a group, name and/or description of the group:

Topic:

Do you plan to comment on an agenda item?

Yes – Identify the agenda item _____

No - Topic of public comment _____

Have you contacted District personnel about the topic? If so, who and when?

What would you like the school board to do in response to your comments?

I acknowledge that I have read and that I understand the procedures and limitations for public comment, as outlined on this form as well as in [Policy 206](#) (Public Participation in School Board Meetings), and I agree to abide by them.

First and Last Name (please print)

Signature

Date: _____



206.2PR Public Comment Procedures

In accordance with Policy 206, section IX, the school board ~~has developed~~ ~~during the Organizational Meeting,~~ ~~has will develop~~ the procedures for public comment sessions. ~~or This procedure may be revised as otherwise necessary at a regular board meeting.~~ Procedures outlined in this supplemental document include the time, place and manner for public comments.

1. Meeting start time and day of the week:
 - Practice: During each regular board meeting
2. Start time of the public comment session:
 - Practice: Public comments shall begin after the Raider Spotlight
3. The location of the public comment session:
 - Practice: Hastings Middle School Media Center
4. Are public comment sessions recorded/live streamed:
 - Practice: Recorded and live streamed by HCTV

~~If public comment sessions will be summarized as outlined in Policy 203.2:~~

- ~~Current practice: comments are during the regular meeting.~~

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

1. Data Privacy rules and the penalties for violations in accordance with MN Statute Section 13.09;
2. The chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized;
3. Only those speakers recognized by the school board chair will be allowed to speak, and comments by others are out of order;
4. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave;
5. Each speaker will have 3 minutes to address the school board, and there will be a maximum of five speakers;
6. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one representatives or spokespersons to speak on behalf of the group or organization;
7. Board members will not provide responses during public comments, ~~unless it is necessary to provide clarifying information to the community;~~ and
8. ~~The board~~ invites individuals to follow-up with ~~individual~~ board members by email or telephone.



**208.1PR DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICY
PROCEDURE**

I. POLICY REVIEW CYCLE

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

II. ANNUAL REVIEW POLICIES

- A. In accordance with state statute, the board must review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management.
- B. In addition, the board has determined that the following policies will also be reviewed on an annual basis:
 - 1. 406 Public and Private Personnel Data
 - 2. 410 Family and Medical Leave Policy
 - 3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 - 5. 515 Protection and Privacy of Pupil Records
 - 6. 524 Internet and Technology Acceptable Use and Safety Policy
 - 7. 524.1 Cell Phones and Electronic Devices
 - 8. 533 Wellness
 - 9. 613 Graduation Requirements
 - 10. 714 Fund Balance

III. POLICY DEVELOPMENT

- A. Proposed policies and ideas shall be submitted to the policy committee chair and be placed on the agenda of the next policy committee meeting for consideration;
- B. Superintendent may request development of policies that best serve the needs of the school district.

IV. POLICY ADOPTION

- A. The school board shall give notice of ~~recommended~~^{proposed} policy changes ~~and or adoption of~~ ^{proposal of} new policies by placing the policy on the agenda for at least three ~~successive~~ regular board meetings in the following format:

1. Meeting 1= 1st Reading: red-lined version showing proposed changes
2. Meeting 2= 2nd Reading: red-lined version showing proposed changes
3. Meeting 3= 3rd Reading and Action Item: red-lined version showing proposed changes

Note: policy adoption is not required after the 2nd Reading. A policy may go between the board, administration, and the policy committee multiple times before the board adopts a policy.

- B. Any board member, employee, or public person may offer recommended amendments, comments, edits, and suggestions while a policy is on the agenda for the first, or second reading. Recommendations are welcome by the public and employees ^{during the public}~~during public~~ comments ^{section during of regular}~~of a regular~~ board meetings or by contacting the committee chair or the superintendent by telephone or email.

Board members are welcome to make recommendations during business meetings or work sessions when the policy is discussed or they may email the policy committee chair, superintendent, and administrative assistant for consideration at ^{the next} ~~a~~ policy committee meeting.

Note: As a general rule of practice please refrain from making grammatical, spelling, spacing, numbering, and general formatting suggestions during the board meeting, ~~;~~ these may be emailed to the policy committee chair who ^{will ensure they}~~may delegate these~~ corrections ^{are which will be} reflected ^{before the next reading of the policy.} ~~in the final policy, after the policy is adopted by the board.~~

- C. The vote on proposed policy changes shall take place when the policy is on the agenda as an action item/consent agenda. Note: A majority vote by the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date that board action was taken, unless otherwise specified in the text of the resolution or the wording of the motion.

- D. If adopted, an updated version of the policy will be added to the policy manual (District's website). The red-lined version of the policy shall be maintained in digital format in an archived folder on Google Drive for up to three years. Upon completion of a three year policy review cycle, all archived policies will be deleted.

V. POLICY REVISIONS WITHOUT THREE READINGS

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



213.1PR SCHOOL BOARD COMMITTEES PROCEDURE

I. ESTABLISHING COMMITTEES, AND ASSIGNING MEMBERS

- A. In odd numbered years, the school board shall establish each standing committee, the number of members, the term, and the mission of each such committee during the organizational meeting. In even numbered years, the board will have a committee check-in discussion during the organizational meeting.
- B. To ensure all board members are prepared to establish standing committees at the Organizational Meeting, the chair shall add “standing committee recommendations” as a discussion topic to the board's calendar for the December work session in even numbered years.
- C. The school board may establish an ad hoc committee, during a work session by general agreement, when it is determined that a committee process facilitates the mission of the school board.
- D. The school board chair shall appoint the members and designate a chair for each committee.
- E. The school district website shall be updated ~~annually~~ (in January of odd numbered years or at other times as directed by the school board) to include the name, members, and mission of each standing committee of the school board.

II. OPERATION OF COMMITTEES

- A. All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee shall focus on its mission as established by the school board. The committee may not create subcommittees without board direction.
- C. Each committee shall make recommendations for the school board’s consideration. ~~by a majority vote of the committee.~~
- D. The committee shall designate a chair who will record the minutes of actions of the school board committee.
- E. The power of a committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee of the school board shall, when appropriate, clarify in any dealings with the public and the board that its powers are only advisory to the school board.

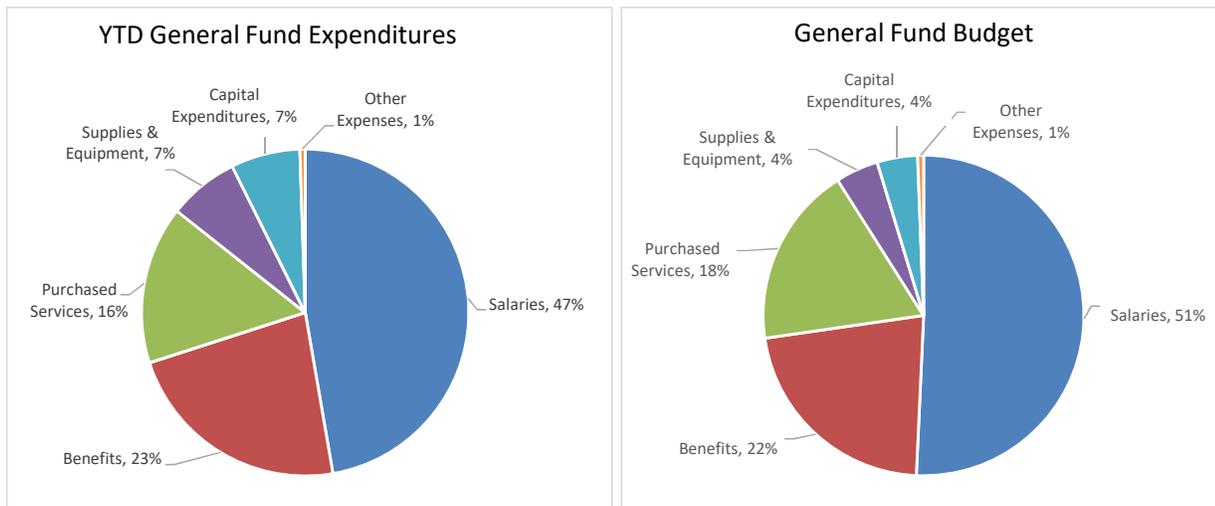
HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: December 2024

EXPENDITURE TOTALS

	FY 2025 Budget (REV)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	34,391,243	2,947,080	12,359,295	22,031,948	36%
200 Benefits	14,940,629	1,764,376	5,952,339	8,988,290	40%
300 Purchased Services	12,392,304	831,259	4,085,131	8,307,173	33%
400 Supplies & Equipment	2,934,459	128,961	1,827,780	1,106,680	62%
500 Capital Expenditures	2,777,663	201,097	1,784,823	992,840	64%
800 Other Expenses	391,068	8,754	138,543	252,526	35%
	67,827,366	5,881,527	26,147,910	41,679,456	39%
Food Service Fund (02)	3,530,227	465,458	1,511,084	2,019,143	43%
Community Service Fund (04)	2,864,210	271,677	1,410,607	1,453,603	49%
Building Construction Fund (06)	2,699,440	24,053	1,634,509	1,064,931	61%
Debt Service Fund (07)	20,619,675	3,370,000	3,547,063	17,072,613	17%
Student Activities Fund (10)	250,000	18,934	104,420	145,580	42%
Deferred Accounts- Donations/Misc Fund (11)	640,619	76,071	243,782	396,837	38%
Scholarships Fund (12)	120,000	15,000	16,000	104,000	13%
Totals	\$98,551,537	\$10,122,720	\$34,615,374	\$63,936,163	

** 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	12/1/2024	12/31/2024	2,067,920	Pay dates 12/5 and 12/20 Bd. Share \$368,570
Liability Checks & Wires	12/1/2024	12/31/2024	1,492,085	
Total			\$3,560,006	

FINANCE DISBURSEMENTS

Checks & Wires	12/1/2024	12/31/2024	1,925,099
Total			\$1,925,099

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	371,681	345,497	\$26,185
Health	4,901,088	4,265,137	\$635,951

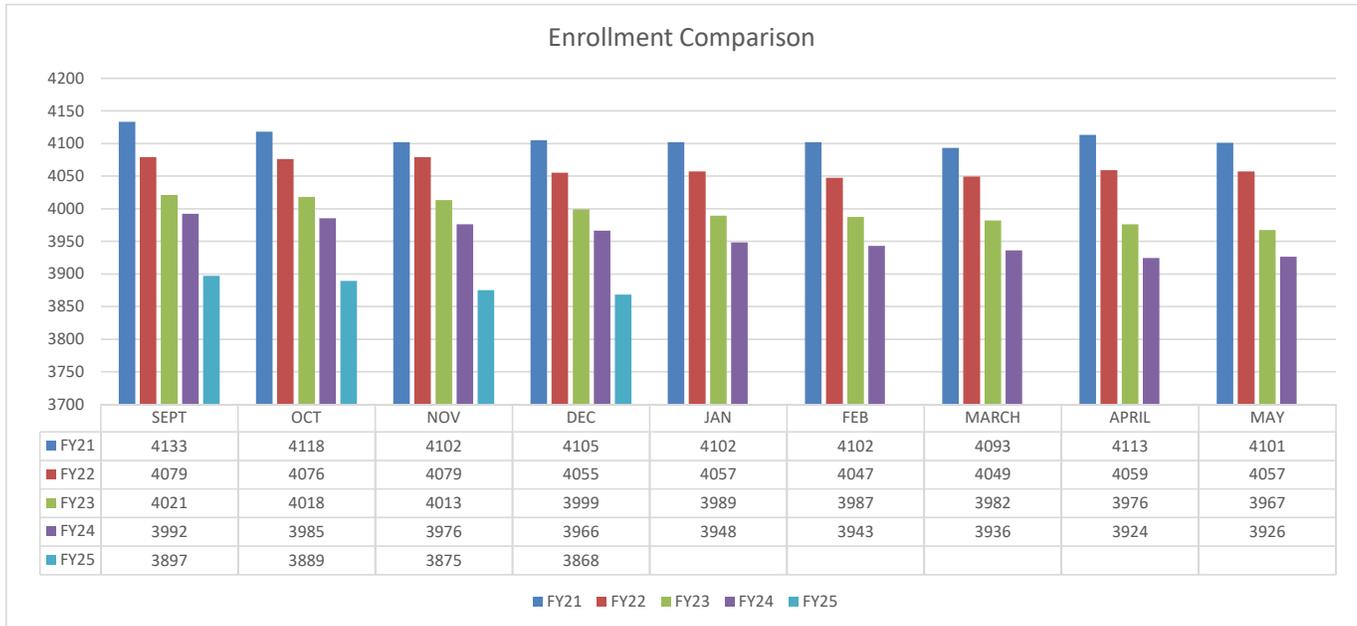
ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/5/2024	MSDLAF GeneralMAX	MSDLAF General	1,000,000.00	Exchange
12/5/2024	MSDLAF General	MSDLAF Payroll	1,815,230.13	Payroll
12/5/2024	MSDLAF General	MSDLAF Flex	20,542.80	Payroll
12/6/2024	MSDLAF General	MSDLAF AP	51,066.60	Accounts Payable
12/6/2024	MSDLAF General	MSDLAF Health Self Funded	787,373.60	Health Insurance
12/9/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
12/9/2024	MSDLAF General	MSDLAF Dental Self Funded	60,484.93	Dental Insurance
12/9/2024	MSDLAF General	MSDLAF Health Self Funded	32,218.07	Health Insurance
12/12/2024	MSDLAF General	Vermillion Bank	24,821.17	Local Receipts
12/13/2024	MSDLAF General	MSDLAF AP	1,524,236.90	Accounts Payable
12/16/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
12/19/2024	MSDLAF GeneralMAX	MSDLAF General	2,000,000.00	Exchange
12/20/2024	MSDLAF General	MSDLAF AP	22,156.55	Accounts Payable
12/20/2024	MSDLAF General	MSDLAF Scholarship	29,804.75	Local Receipts
12/20/2024	MSDLAF General	MSDLAF AP	28,207.42	Accounts Payable
12/20/2024	MSDLAF General	MSDLAF AP	303,613.17	Accounts Payable
12/20/2024	MSDLAF General	MSDLAF Flex	20,502.04	Payroll
12/20/2024	MSDLAF General	MSDLAF Payroll	1,739,208.18	Payroll
12/20/2024	MSDLAF General	MSDLAF Health Self Funded	32,284.71	Health Insurance
12/23/2024	Merchants Bank	MSDLAF General	50,000.00	Local Receipts

\$9,591,751.02

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	256	HALC	32
1	256	High School	1288
2	282	Middle School	1183
3	283	Kennedy Elementary	464
4	288	Pinecrest Elementary	430
5	284	McAuliffe Elementary	471
6	297		3868
7	306		
8	296		
9	299		
10	330	Elementary	1365
11	358	Middle School	1183
12	333	High School/HALC	1320
	3868	Total District	3868



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 12/31/2024

Crs Code	Activity Account	Balance 7/1/2024	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 12/31/2024
601	Art Club	389.29	0.00	72.30	316.99	5.6978	322.69
608	AVID	3,537.27	0.00	0.00	3,537.27	58.1683	3,595.44
602	Band	12,069.74	8,564.77	3,198.27	17,436.24	266.4857	17,702.73
605	Basketball - Boys	3,375.11	0.00	1,434.98	1,940.13	37.8745	2,017.30
609	Choir Tour	1,713.20	0.00	0.00	1,713.20	28.1726	1,741.37
610	Cross Country Running	290.32	1,173.00	934.00	529.32	10.1603	539.48
613	Fellowship Christian Athletes (FCA)	2,478.49	3,048.00	1,822.03	3,704.46	57.1270	3,761.59
615	Gymnastics	4,376.24	0.00	0.00	4,376.24	71.9647	4,448.20
616	French Honor Society (FHS)	1,453.27	0.00	231.18	1,222.09	21.7808	1,243.87
622	Marching Band	36,853.69	37,528.46	57,512.77	16,869.38	406.9381	17,276.32
675	INTEREST EARNED	0.00	3,262.50	0.00	3,262.50	-	0.00
623	National Honor Society (NHS)	2,356.95	790.00	100.47	3,046.48	47.7720	3,094.25
625	Nordic Skiing	382.57	0.00	0.00	382.57	6.2911	388.86
626	Orchestra	278.74	0.00	0.00	278.74	4.5837	283.32
618	Peer Helpers	18.55	185.00	14.28	189.27	1.7987	191.07
632	Show Choir	36,140.07	53,089.86	19,244.31	69,985.62	923.3337	70,908.95
647	Spanish Club	6,498.83	506.80	2,356.94	4,648.69	87.8722	4,736.56
650	Student Council	57,778.41	2,889.00	11,782.47	48,884.94	850.7318	49,735.67
652	Tennis - Boys	3,733.32	0.00	487.50	3,245.82	54.5520	3,300.37
653	Tennis - Girls	918.97	2,303.35	1,948.70	1,273.62	24.1158	1,297.74
655	Thespians	565.57	0.00	0.00	565.57	9.3005	574.87
656	Track	14,031.40	0.00	1,555.00	12,476.40	211.0682	12,687.47
654	Ultimate Frisbee	25.23	101.19	0.00	126.42	1.9509	128.37
659	Wrestling	629.12	0.00	0.00	629.12	10.3455	639.47
665	Middle School Yearbook	14.01	0.00	0.00	14.01	0.2304	14.24
666	Middle School Student Council	4,821.46	472.62	1,725.05	3,569.03	64.1835	3,633.21
		194,729.82	113,914.55	104,420.25	204,224.12	3,262.5000	204,224.12

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

December 2024 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	11,000,000.00	8,000,000.00	8,000,000.00	11,000,000.00
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	2,000,000.00	2,000,000.00	2,000,000.00
TOTALS	13,496,000.00	10,000,000.00	10,000,000.00	<u>13,496,000.00</u>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	11,000,000.00	0.00	11,000,000.00
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
TREASURER'S BALANCE	13,496,000.00	0.00	<u>13,496,000.00</u>

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

December 2024 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND- 01	24,581,243.12	3,424,703.85	(4,878,246.67)	(705,037.19)	22,422,663.11
FOOD SERVICE FUND - 02	668,002.83	315,043.92	(321,427.71)	285.25	661,904.29
COMMUNITY ED - 04	691,275.14	221,156.37	(271,982.70)	(215.78)	640,233.03
BUILDING CONSTRUCTION - 06	1,075,591.64	4,005.34	(24,052.99)	0.00	1,055,543.99
DEBT REDEMPTION - 07	21,935,597.64	44,942.23	0.00	330.21	21,980,870.08
STUDENT ACTIVITY FUND -10	198,855.32	23,504.35	(18,933.90)	(1.65)	203,424.12
DEFERRED ACCOUNTS - 11	697,444.02	18,204.98	(39,790.43)	(3,626.88)	672,231.69
SCHOLARSHIP - 12	289,528.23	30,943.14	(15,000.00)	0.00	305,471.37
TRUST - 18	0.00	0.00	0.00	0.00	0.00
DENTAL SELF FUNDED - 20	849,776.14	3,078.62	(46,020.53)	61,622.52	868,456.75
HEALTH SELF FUNDED -21	2,399,543.54	101,206.35	(730,179.33)	906,003.92	2,676,574.48
OPEB PERA/CE TRUST - 45	6,219,323.20	0.00	(10,446.00)	614,086.56	6,822,963.76
TOTALS	59,606,180.82	4,186,789.15	(6,356,080.26)	873,446.96	58,310,336.67

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	62,715.34	0.00	0.00	41.58	62,756.92
MSDLAF AP	288,358.44	(186,559.72)	0.00	(1,811.89)	99,986.83
MSDLAF Payroll	149,088.45	(53,385.40)	0.00	(25.00)	95,678.05
MSDLAF Scholarship	320,471.37	(15,000.00)	0.00	0.00	305,471.37
MSDLAF General	31,016,038.64	0.00	15,205.70	0.00	31,031,244.34
MSDLAF Flex	62,438.39	0.00	0.00	9,143.56	71,581.95
MSDLAF Dental Self Funded	806,834.23	0.00	0.00	0.00	806,834.23
MSDLAF Health Self Funded	1,878,560.73	0.00	0.00	11,619.14	1,890,179.87
MSDLAF Bond Proceeds	1,039,621.61	(554.17)	0.00	0.00	1,039,067.44
Vermillion Bank	202,576.45	(878.77)	0.00	0.00	201,697.68
MidAmerica - CE Trust	0.00	0.00	0.00	0.00	0.00
OPEB PERA/CE Trust Account	7,113,025.76	0.00	0.00	0.00	7,113,025.76
US Bank Escrow	15,592,812.23	0.00	0.00	0.00	15,592,812.23
TREASURER'S BALANCE	58,532,541.64	(256,378.06)	15,205.70	18,967.39	58,310,336.67

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	Void	Pay/Void	Date	Amount
												Date		
MB	P506MB	109326		Wire	1	10229	MERCHANTS BANK FEES		No	Yes	No	12/16/2024	63.64	
													Bank Total:	\$63.64
USAP	P50615	109194		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)		No	Yes	No	12/13/2024	4,340.34	
USAP	P50615	109195		Wire	1	2976	SALES TAX (MN DEPT REVENUE)		No	Yes	No	12/13/2024	338.00	
USAP	P50615	109196		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	12/13/2024	588,374.00	
USAP	P50615	109197		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST		No	Yes	No	12/13/2024	18,802.80	
USAP	P50615	109198		Wire	1	9935	ELEYO FEES		No	Yes	No	12/13/2024	4,191.25	
USAP	P505A	109317		Wire	1	11387	AMAZON CAPITAL SERVICES, INC		No	No	No	12/13/2024	16,481.19	
USAP	P50630	109349		Wire	1	3167	MSDLAF BANK FEES		No	Yes	No	12/20/2024	190.46	
USAP	p505b	109425		Wire	1	9557	BMO HARRIS BANK NA		No	Yes	No	12/20/2024	18,962.62	
USAP	P41215	107260	835076	Check	1	11718	R10 PAIGE BLESII		Yes	No	Yes	12/13/2024	(3.99)	
USAP	P50201	107860	835527	Check	1	11983	24/25 SCHOOL LUNCH RFND		Yes	No	Yes	12/06/2024	(75.60)	
USAP	P50530	109113	836457	Check	1	1949	BRIGHTWORKS		Yes	No	Yes	12/13/2024	(735.00)	
USAP	P50601	109189	836514	Check	1	8045	ALLINA HOSPITALS & CLINICS		Yes	No	No	12/06/2024	1,050.00	
USAP	P50601	109186	836515	Check	1	6442	BACHMAN, RACHEL		Yes	No	No	12/06/2024	168.80	
USAP	P50601	109170	836516	Check	1	12053	BLOUGH, BOB		Yes	No	No	12/06/2024	111.77	
USAP	P50601	109185	836517	Check	1	5986	R2 CENGAGE LEARNING		Yes	No	No	12/06/2024	252.00	
USAP	P50601	109192	836518	Check	1	8581	CIRILLO, MOLLY		Yes	No	No	12/06/2024	234.87	
USAP	P50601	109171	836519	Check	1	1235	CITY OF HASTINGS		Yes	No	No	12/06/2024	5,956.69	
USAP	P50601	109182	836520	Check	1	4073	R3 COLLEGE BOARD		Yes	No	No	12/06/2024	1,045.44	
USAP	P50601	109167	836521	Check	1	11995	DIETZ, BRIANNA		Yes	No	No	12/06/2024	49.88	
USAP	P50601	109181	836522	Check	1	3131	DIST OFFICE PETTY CASH FUND		Yes	No	No	12/06/2024	75.60	
USAP	P50601	109178	836523	Check	1	3030	GROTH MUSIC		Yes	No	No	12/06/2024	218.00	
USAP	P50601	109193	836524	Check	1	9880	GUSTAFSON, JILL		Yes	No	No	12/06/2024	73.56	
USAP	P50601	109177	836525	Check	1	2879	HASTINGS AREA ROTARY CLUB		Yes	No	No	12/06/2024	170.00	
USAP	P50601	109191	836526	Check	1	8359	HOLT, KELLY		Yes	No	No	12/06/2024	146.98	
USAP	P50601	109165	836527	Check	1	11943	IMPERIAL DADE		Yes	No	No	12/06/2024	256.58	
USAP	P50601	109188	836528	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/06/2024	878.00	
USAP	P50601	109172	836529	Check	1	1679	R1 J.W. PEPPER & SON INC		Yes	No	No	12/06/2024	7.50	
USAP	P50601	109164	836530	Check	1	11726	JOHNSON, STEFANIE		Yes	No	No	12/06/2024	27.54	
USAP	P50601	109166	836531	Check	1	11982	R4 KELLSEE MUELLER		Yes	No	No	12/06/2024	10.00	
USAP	P50601	109187	836532	Check	1	6681	KENNEDY & GRAVEN, CHARTERD		Yes	No	No	12/06/2024	12,651.50	
USAP	P50601	109180	836533	Check	1	3071	KENNEDY PETTY CASH ACCOUNT		Yes	No	No	12/06/2024	430.34	
USAP	P50601	109173	836534	Check	1	1799	R1 LAKESHORE LEARNING MATERIALS		Yes	No	No	12/06/2024	28.49	
USAP	P50601	109190	836535	Check	1	8342	M JUDGE ELECTRIC LLC		Yes	No	No	12/06/2024	1,417.00	
USAP	P50601	109174	836536	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,		Yes	No	No	12/06/2024	9,465.00	
USAP	P50601	109183	836537	Check	1	4314	MASPA		Yes	No	No	12/06/2024	40.00	

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	P50601	109161	836538	Check	1 10500	R4	MRI SOFTWARE LLC		Yes	No	No	12/06/2024		186.00
USAP	P50601	109169	836539	Check	1 12050		NGUYEN, MEGHAN		Yes	No	No	12/06/2024		162.65
USAP	P50601	109175	836540	Check	1 2094		NINE EAGLES PROMOTIONS		Yes	No	No	12/06/2024		3,152.00
USAP	P50601	109162	836541	Check	1 11219	R1	PAUL H BROOKS PUBLISHING CO		Yes	No	No	12/06/2024		211.00
USAP	P50601	109179	836542	Check	1 3070		PINECREST PETTY CASH ACCOUNT		Yes	No	No	12/06/2024		468.34
USAP	P50601	109176	836543	Check	1 2819		REPUBLIC SERVICES #923		Yes	No	No	12/06/2024		11,891.15
USAP	P50601	109184	836544	Check	1 4344		ROWAN, MARY		Yes	No	No	12/06/2024		29.75
USAP	P50601	109163	836545	Check	1 11568		SHEEHAN, CYNDI		Yes	No	No	12/06/2024		151.41
USAP	P50601	109168	836546	Check	1 11996		STOCKDALE, SCOTT		Yes	No	No	12/06/2024		120.60
USAP	P50615	109200	836547	Check	1 1012		ACCLAIM SERVICES, INC		Yes	No	No	12/13/2024		1,076.00
USAP	P50615	109290	836548	Check	1 5432		AMERICAN RED CROSS-TRAINING SEF		Yes	No	No	12/13/2024		25.00
USAP	P50615	109235	836549	Check	1 11772		AMY BROWN COUNSELING SERVICES		Yes	No	No	12/13/2024		5,000.00
USAP	P50615	109213	836550	Check	1 11204		ASLIS		Yes	No	No	12/13/2024		151.00
USAP	P50615	109224	836551	Check	1 11558		BATAGLIA, KATHERINE		Yes	No	No	12/13/2024		50.11
USAP	P50615	109289	836552	Check	1 5112		BIO CORPORATION		Yes	No	No	12/13/2024		1,719.13
USAP	P50615	109225	836553	Check	1 1156		BIX PRODUCE COMPANY LLC		Yes	No	No	12/13/2024		4,549.37
USAP	P50615	109288	836554	Check	1 5078		BREDEMUS HARDWARE CO INC		Yes	No	No	12/13/2024		988.23
USAP	P50615	109261	836555	Check	1 1949		BRIGHTWORKS		Yes	No	No	12/13/2024		170.00
USAP	P50615	109237	836556	Check	1 11980	R1	BUNE SHENDHO		Yes	No	No	12/13/2024		220.00
USAP	P50615	109305	836557	Check	1 8681		CANVAS HEALTH		Yes	No	No	12/13/2024		6,153.77
USAP	P50615	109303	836558	Check	1 7911		CENTURYLINK		Yes	No	No	12/13/2024		80.52
USAP	P50615	109236	836559	Check	1 11978		CHARPENTIER ENTERPRISES LLC		Yes	No	No	12/13/2024		436.80
USAP	P50615	109304	836560	Check	1 8581		CIRILLO, MOLLY		Yes	No	No	12/13/2024		24.98
USAP	P50615	109238	836561	Check	1 12002		COLUMN SOFTWARE PBC		Yes	No	No	12/13/2024		252.71
USAP	P50615	109249	836562	Check	1 1251		COMMERCIAL KITCHEN SERVICES		Yes	No	No	12/13/2024		520.00
USAP	P50615	109277	836563	Check	1 3055		CONTINENTAL CLAY COMPANY		Yes	No	No	12/13/2024		270.85
USAP	P50615	109217	836564	Check	1 11370		CONWAY, JONAH		Yes	No	No	12/13/2024		160.00
USAP	P50615	109248	836565	Check	1 12060		COSTELLO, MATT		Yes	No	No	12/13/2024		80.98
USAP	P50615	109201	836566	Check	1 10245		CSTMN LLC		Yes	No	No	12/13/2024		22,627.65
USAP	P50615	109250	836567	Check	1 1286		CUB FOODS		Yes	No	No	12/13/2024		72.43
USAP	P50615	109295	836568	Check	1 6745		CULLIGAN OF STILLWATER		Yes	No	No	12/13/2024		447.55
USAP	P50615	109226	836569	Check	1 11584		DASH SPORTS LLC		Yes	No	No	12/13/2024		1,534.00
USAP	P50615	109306	836570	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	12/13/2024		2,194.72
USAP	P50615	109307	836571	Check	1 8840	R2	DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	12/13/2024		214.00
USAP	P50615	109251	836572	Check	1 1319		DEMCO		Yes	No	No	12/13/2024		124.22
USAP	P50615	109208	836573	Check	1 10860		DEPARTMENT OF TRANSPORTATION		Yes	No	No	12/13/2024		743.00
USAP	P50615	109311	836574	Check	1 9593		DREAMSCAPES BY KRISTI		Yes	No	No	12/13/2024		175.00
USAP	P50615	109252	836575	Check	1 1362	R3	EBSCO SUBSCRIPTION SERVICES		Yes	No	No	12/13/2024		525.78

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USAP	P50615	109297	836576	Check	1	6808	ECKROTH MUSIC		Yes	No	No	12/13/2024		40.00
USAP	P50615	109294	836577	Check	1	6190	R2 EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	12/13/2024		553.57
USAP	P50615	109286	836578	Check	1	4614	FEDEX		Yes	No	No	12/13/2024		43.12
USAP	P50615	109282	836579	Check	1	3865	FLINN SCIENTIFIC		Yes	No	No	12/13/2024		137.16
USAP	P50615	109283	836580	Check	1	3921	FOLLETT SCHOOL SOLUTIONS LLC		Yes	No	No	12/13/2024		124.29
USAP	P50615	109301	836581	Check	1	7843	FUN AND FUNCTION		Yes	No	No	12/13/2024		55.94
USAP	P50615	109314	836582	Check	1	9863	R2 GENUINE PARTS COMPANY		Yes	No	No	12/13/2024		942.48
USAP	P50615	109209	836583	Check	1	10996	R1 GIMKIT		Yes	No	No	12/13/2024		650.00
USAP	P50615	109253	836584	Check	1	1482	GRAINGER, W.W..		Yes	No	No	12/13/2024		1,113.54
USAP	P50615	109276	836585	Check	1	3030	GROTH MUSIC		Yes	No	No	12/13/2024		660.01
USAP	P50615	109296	836586	Check	1	6789	HADLER, AMANDA		Yes	No	No	12/13/2024		139.49
USAP	P50615	109281	836587	Check	1	3718	HASTINGS PARKS & RECREATION		Yes	No	No	12/13/2024		23,733.40
USAP	P50615	109254	836588	Check	1	1555	R1 HAWKINS, INC.		Yes	No	No	12/13/2024		751.80
USAP	P50615	109291	836589	Check	1	5535	HENNING, ANNE		Yes	No	No	12/13/2024		172.63
USAP	P50615	109309	836590	Check	1	9320	HILL-MURRAY HIGH SCHOOL		Yes	No	No	12/13/2024		150.00
USAP	P50615	109255	836591	Check	1	1582	HILLYARD INC-MINNEAPOLIS		Yes	No	No	12/13/2024		1,522.19
USAP	P50615	109202	836592	Check	1	10420	HOPE ENGLISH-SPANISH INTERPRETE		Yes	No	No	12/13/2024		1,120.00
USAP	P50615	109258	836593	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY		Yes	No	No	12/13/2024		44.90
USAP	P50615	109222	836594	Check	1	11512	R2 IMAGINE LEARNING, LLC		Yes	No	No	12/13/2024		35,000.00
USAP	P50615	109280	836595	Check	1	3584	INFOPRO LEGAL RESOURCES INC		Yes	No	No	12/13/2024		2,220.00
USAP	P50615	109300	836596	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/13/2024		4,586.93
USAP	P50615	109242	836597	Check	1	12051	INSIGHT RESTORATION		Yes	No	No	12/13/2024		3,638.52
USAP	P50615	109256	836598	Check	1	1665	INTERMEDIATE SCHOOL DIST 917		Yes	No	No	12/13/2024		8,283.58
USAP	P50615	109257	836599	Check	1	1679	R1 J.W. PEPPER & SON INC		Yes	No	No	12/13/2024		226.37
USAP	P50615	109293	836600	Check	1	5828	JIM CARLSON LEASING CO.		Yes	No	No	12/13/2024		710.00
USAP	P50615	109214	836601	Check	1	11261	R2 LAFORCE LLC		Yes	No	No	12/13/2024		1,500.00
USAP	P50615	109308	836602	Check	1	9058	LAKE CITY ATHLETIC BOOSTER CLUB		Yes	No	No	12/13/2024		240.00
USAP	P50615	109229	836603	Check	1	11629	LAKE CITY MUSIC BOOSTERS		Yes	No	No	12/13/2024		85.00
USAP	P50615	109216	836604	Check	1	11309	LESSONPIX, INC		Yes	No	No	12/13/2024		1,101.60
USAP	P50615	109207	836605	Check	1	10832	LIKES, CASEY		Yes	No	No	12/13/2024		42.21
USAP	P50615	109313	836606	Check	1	9776	R1 LOFFLER COMPANIES		Yes	No	No	12/13/2024		587.00
USAP	P50615	109230	836607	Check	1	11712	MADAUS, KIRSTEN		Yes	No	No	12/13/2024		18.00
USAP	P50615	109310	836608	Check	1	9468	MAGNETS.COM		Yes	No	No	12/13/2024		890.00
USAP	P50615	109278	836609	Check	1	3072	MCAULIFFE PETTY CASH ACCOUNT		Yes	No	No	12/13/2024		404.37
USAP	P50615	109259	836610	Check	1	1914	MCEA EXECUTIVE OFFICE		Yes	No	No	12/13/2024		1,989.00
USAP	P50615	109260	836611	Check	1	1942	MENARDS		Yes	No	No	12/13/2024		84.54
USAP	P50615	109241	836612	Check	1	12049	MIDWEST BROOMBALL		Yes	No	No	12/13/2024		515.79
USAP	P50615	109262	836613	Check	1	1977	MINNESOTA COACHES INC		Yes	No	No	12/13/2024		600,779.33

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USAP	P50615	109263	836614	Check	1	1982	MINNESOTA DEPT. OF HEALTH		Yes	No	No	12/13/2024		290.00
USAP	P50615	109223	836615	Check	1	11530	MOORE, CHRISTOPHER		Yes	No	No	12/13/2024		45.03
USAP	P50615	109205	836616	Check	1	10500	R4 MRI SOFTWARE LLC		Yes	No	No	12/13/2024		390.00
USAP	P50615	109302	836617	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV		Yes	No	No	12/13/2024		21,197.00
USAP	P50615	109240	836618	Check	1	12044	NASHKE NATIVE GAMES		Yes	No	No	12/13/2024		2,000.00
USAP	P50615	109199	836619	Check	1	10019	R1 NCS PEARSON INC		Yes	No	No	12/13/2024		310.80
USAP	P50615	109234	836620	Check	1	11771	NOVA EDUCATION CONSULTANTS		Yes	No	No	12/13/2024		1,717.50
USAP	P50615	109264	836621	Check	1	2163	R1 PAN-O-GOLD BAKING CO		Yes	No	No	12/13/2024		826.20
USAP	P50615	109215	836622	Check	1	11262	R1 PARAGON VISUAL LLC		Yes	No	No	12/13/2024		235.20
USAP	P50615	109243	836623	Check	1	12052	PARK WOLFPACK WRESTLING BOOST		Yes	No	No	12/13/2024		150.00
USAP	P50615	109210	836624	Check	1	11186	R2 PERFORMANCE FOOD SERVICE		Yes	No	No	12/13/2024		17,471.89
USAP	P50615	109268	836625	Check	1	2477	PHOENIX SCHOOL COUNSELING		Yes	No	No	12/13/2024		5,687.13
USAP	P50615	109265	836626	Check	1	2204	PINE HARBOR CHRISTIAN ACADEMY		Yes	No	No	12/13/2024		6,012.82
USAP	P50615	109231	836627	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN		Yes	No	No	12/13/2024		3,665.31
USAP	P50615	109204	836628	Check	1	10475	R1 PROJECT LEAD THE WAY		Yes	No	No	12/13/2024		950.00
USAP	P50615	109298	836629	Check	1	7210	REINDERS INC		Yes	No	No	12/13/2024		1,011.00
USAP	P50615	109266	836630	Check	1	2275	RENT & SAVE		Yes	No	No	12/13/2024		639.30
USAP	P50615	109227	836631	Check	1	11587	SAFEWAY DRIVING SCHOOL		Yes	No	No	12/13/2024		3,240.00
USAP	P50615	109232	836632	Check	1	11766	SCHOOL PERCEPTIONS LLC		Yes	No	No	12/13/2024		4,763.75
USAP	P50615	109275	836633	Check	1	2850	R1 SCHOOL SPECIALTY		Yes	No	No	12/13/2024		1,241.37
USAP	P50615	109212	836634	Check	1	11196	R1 SHRED IT USA - C/O STERICYCLE INC.		Yes	No	No	12/13/2024		99.01
USAP	P50615	109285	836635	Check	1	4529	SOUTHWEST METRO INTERMEDIATE #		Yes	No	No	12/13/2024		5,104.20
USAP	P50615	109246	836636	Check	1	12058	SPARKPATH		Yes	No	No	12/13/2024		450.00
USAP	P50615	109247	836637	Check	1	12058	SPARKPATH		Yes	No	No	12/13/2024		735.00
USAP	P50615	109228	836638	Check	1	11622	R1 SPECIAL OLYMPICS MINNESOTA		Yes	No	No	12/13/2024		360.00
USAP	P50615	109221	836639	Check	1	11383	ST PAUL SAINTS		Yes	No	No	12/13/2024		500.00
USAP	P50615	109284	836640	Check	1	4405	R1 STEP SAVER INC		Yes	No	No	12/13/2024		33.14
USAP	P50615	109267	836641	Check	1	2476	STERNAU & ASSOCIATES		Yes	No	No	12/13/2024		1,800.00
USAP	P50615	109287	836642	Check	1	4622	STRANDBERG, SANDY		Yes	No	No	12/13/2024		10.00
USAP	P50615	109312	836643	Check	1	9766	R1 T&S PROPERTIES, LLC		Yes	No	No	12/13/2024		100.00
USAP	P50615	109233	836644	Check	1	11768	R1 TAHER INC		Yes	No	No	12/13/2024		14,375.00
USAP	P50615	109218	836645	Check	1	11374	TAVERNIER, MINDY		Yes	No	No	12/13/2024		45.03
USAP	P50615	109269	836646	Check	1	2519	TEAM SPORTING GOODS		Yes	No	No	12/13/2024		1,790.09
USAP	P50615	109219	836647	Check	1	11378	THE JOURNAL		Yes	No	No	12/13/2024		192.60
USAP	P50615	109220	836648	Check	1	11378	R2 THE JOURNAL		Yes	No	No	12/13/2024		55.00
USAP	P50615	109270	836649	Check	1	2546	TK ELEVATOR CORPORATION		Yes	No	No	12/13/2024		648.09
USAP	P50615	109239	836650	Check	1	12030	TNTP INC		Yes	No	No	12/13/2024		5,500.00
USAP	P50615	109271	836651	Check	1	2559	TRIO SUPPLY		Yes	No	No	12/13/2024		2,315.40

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USAP	P50615	109245	836652	Check	1	12057	TURNER, SOPHIA		Yes	No	No	12/13/2024		35.08
USAP	P50615	109206	836653	Check	1	10648	TWIN CITIES DOTS AND POP LLC		Yes	No	No	12/13/2024		1,636.80
USAP	P50615	109292	836654	Check	1	5557	R1 ULINE SHIPPING SUPPLIES		Yes	No	No	12/13/2024		423.07
USAP	P50615	109299	836655	Check	1	7490	UNIVERSITY LANGUAGE CTR INC		Yes	No	No	12/13/2024		2,324.43
USAP	P50615	109279	836656	Check	1	3277	UPPER LAKES FOODS, INC		Yes	No	No	12/13/2024		52,496.14
USAP	P50615	109244	836657	Check	1	12056	VEDDERS, MARIAH		Yes	No	No	12/13/2024		27.34
USAP	P50615	109211	836658	Check	1	11187	R1 VISTAR		Yes	No	No	12/13/2024		2,247.44
USAP	P50615	109203	836659	Check	1	10452	WAYNE PETERSON ENTERPRISES		Yes	No	No	12/13/2024		1,391.20
USAP	P50615	109272	836660	Check	1	2635	WENGER CORPORATION		Yes	No	No	12/13/2024		1,079.44
USAP	P50615	109273	836661	Check	1	2645	WHISTLING WELL FARM		Yes	No	No	12/13/2024		660.00
USAP	P50615	109274	836662	Check	1	2687	YOUTH FRONTIERS, INC.		Yes	No	No	12/13/2024		5,800.00
USAP	P50630	109350	836663	Check	1	1012	ACCLAIM SERVICES, INC		Yes	No	No	12/20/2024		887.00
USAP	P50630	109352	836664	Check	1	10630	ALL STRINGS ATTACHED		Yes	No	No	12/20/2024		1,720.62
USAP	P50630	109409	836665	Check	1	5432	AMERICAN RED CROSS-TRAINING SEF		Yes	No	No	12/20/2024		45.00
USAP	P50630	109356	836666	Check	1	10919	R1 ARVIG		Yes	No	No	12/20/2024		1,205.95
USAP	P50630	109354	836667	Check	1	1087	R1 ASCD		Yes	No	No	12/20/2024		105.00
USAP	P50630	109364	836668	Check	1	11580	BEN BROUWER PIANO CARE		Yes	No	No	12/20/2024		300.00
USAP	P50630	109362	836669	Check	1	1156	BIX PRODUCE COMPANY LLC		Yes	No	No	12/20/2024		3,025.83
USAP	P50630	109369	836670	Check	1	11883	BLOOMSBURY PUBLISHING INC		Yes	No	No	12/20/2024		678.00
USAP	P50630	109412	836671	Check	1	6768	BUMP, MICHELLE		Yes	No	No	12/20/2024		24.09
USAP	P50630	109405	836672	Check	1	3748	CENTERPOINT ENERGY		Yes	No	No	12/20/2024		14,090.59
USAP	P50630	109360	836673	Check	1	11236	CHORDS AND BOARDS LLC		Yes	No	No	12/20/2024		140.00
USAP	P50630	109353	836674	Check	1	10837	CLASS CREATOR		Yes	No	No	12/20/2024		720.00
USAP	P50630	109373	836675	Check	1	12059	R1 CONCORD THEATRICALS CORP		Yes	No	No	12/20/2024		1,795.23
USAP	P50630	109401	836676	Check	1	3055	CONTINENTAL CLAY COMPANY		Yes	No	No	12/20/2024		2,391.41
USAP	P50630	109370	836677	Check	1	11891	CORE		Yes	No	No	12/20/2024		3,510.00
USAP	P50630	109374	836678	Check	1	1286	CUB FOODS		Yes	No	No	12/20/2024		10.47
USAP	P50630	109361	836679	Check	1	11555	CUSTOM COMMUNICATIONS INC		Yes	No	No	12/20/2024		1,397.50
USAP	P50630	109358	836680	Check	1	10993	DAVIS, AMY		Yes	No	No	12/20/2024		7.64
USAP	P50630	109421	836681	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	12/20/2024		90.53
USAP	P50630	109403	836682	Check	1	3392	ECONOMIC SERVICES, INC.		Yes	No	No	12/20/2024		45,497.20
USAP	P50630	109415	836683	Check	1	7631	EF EDUCATIONAL TOURS		Yes	No	No	12/20/2024		239.62
USAP	P50630	109414	836684	Check	1	7457	R1 EXPERIENCE SHOWS LLC		Yes	No	No	12/20/2024		50.00
USAP	P50630	109368	836685	Check	1	11858	FAMILY ACHIEVEMENT CENTER		Yes	No	No	12/20/2024		7,069.66
USAP	P50630	109376	836686	Check	1	1482	GRAINGER, W.W..		Yes	No	No	12/20/2024		6,004.75
USAP	P50630	109377	836687	Check	1	1483	GRAPHIC DESIGN INC		Yes	No	No	12/20/2024		7,670.00
USAP	P50630	109400	836688	Check	1	3030	GROTH MUSIC		Yes	No	No	12/20/2024		309.00
USAP	P50630	109407	836689	Check	1	4980	HANSON, TRENT		Yes	No	No	12/20/2024		380.12

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USAP	P50630	109422	836691	Check	1	9329	HOMETOWN ACE HARDWARE		Yes	No	No	12/20/2024		1,008.24
USAP	P50630	109371	836692	Check	1	11943	IMPERIAL DADE		Yes	No	No	12/20/2024		2,023.16
USAP	P50630	109379	836693	Check	1	1654	INDUSTRIAL APPRAISAL COMPANY		Yes	No	No	12/20/2024		645.00
USAP	P50630	109404	836694	Check	1	3584	INFOPRO LEGAL RESOURCES INC		Yes	No	No	12/20/2024		2,497.50
USAP	P50630	109417	836695	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	12/20/2024		5,192.18
USAP	P50630	109380	836696	Check	1	1679	R1 J.W. PEPPER & SON INC		Yes	No	No	12/20/2024		89.30
USAP	P50630	109413	836697	Check	1	6786	KOEHLER & DRAMM		Yes	No	No	12/20/2024		746.88
USAP	P50630	109423	836698	Check	1	9459	R1 KONICA MINOLTA/LOFFLER		Yes	No	No	12/20/2024		2,054.00
USAP	P50630	109424	836699	Check	1	9776	R1 LOFFLER COMPANIES		Yes	No	No	12/20/2024		1,567.50
USAP	P50630	109381	836700	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,		Yes	No	No	12/20/2024		26,070.00
USAP	P50630	109382	836701	Check	1	1914	MCEA EXECUTIVE OFFICE		Yes	No	No	12/20/2024		29.00
USAP	P50630	109406	836702	Check	1	4228	MCGINNIS, ANGELA		Yes	No	No	12/20/2024		25.68
USAP	P50630	109408	836703	Check	1	5039	METRO COMM ED DIRECTORS ASSN		Yes	No	No	12/20/2024		100.00
USAP	P50630	109383	836704	Check	1	1977	MINNESOTA COACHES INC		Yes	No	No	12/20/2024		35,807.23
USAP	P50630	109372	836705	Check	1	12014	MINNESOTA SODDING COMPANY LLC		Yes	No	No	12/20/2024		648.53
USAP	P50630	109387	836706	Check	1	2229	MPLS PUBLIC SCHOOLS-SPEC DIST 1		Yes	No	No	12/20/2024		3,392.64
USAP	P50630	109418	836707	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV		Yes	No	No	12/20/2024		1,608.00
USAP	P50630	109384	836708	Check	1	2094	NINE EAGLES PROMOTIONS		Yes	No	No	12/20/2024		190.00
USAP	P50630	109367	836709	Check	1	11771	NOVA EDUCATION CONSULTANTS		Yes	No	No	12/20/2024		2,235.00
USAP	P50630	109385	836710	Check	1	2163	R1 PAN-O-GOLD BAKING CO		Yes	No	No	12/20/2024		940.00
USAP	P50630	109359	836711	Check	1	11186	R2 PERFORMANCE FOOD SERVICE		Yes	No	No	12/20/2024		5,748.77
USAP	P50630	109365	836712	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN		Yes	No	No	12/20/2024		11,875.49
USAP	P50630	109386	836713	Check	1	2222	PRECISION LANDSCAPING, INC.		Yes	No	No	12/20/2024		25,562.81
USAP	P50630	109416	836714	Check	1	7661	PRIOHEALTH		Yes	No	No	12/20/2024		745.00
USAP	P50630	109394	836715	Check	1	2579	R1 REGENTS OF THE UNIVERSITY OF MN		Yes	No	No	12/20/2024		1,750.00
USAP	P50630	109398	836716	Check	1	2860	RIFTON EQUIPMENT		Yes	No	No	12/20/2024		5,223.00
USAP	P50630	109351	836717	Check	1	10576	R1 RIVERSIDE INSIGHTS		Yes	No	No	12/20/2024		312.79
USAP	P50630	109419	836718	Check	1	8128	RSCHOOLTODAY (DWC)		Yes	No	No	12/20/2024		595.00
USAP	P50630	109399	836719	Check	1	3029	SCHMITT MUSIC		Yes	No	No	12/20/2024		284.00
USAP	P50630	109388	836720	Check	1	2350	R1 SCHOLASTIC INC.		Yes	No	No	12/20/2024		120.88
USAP	P50630	109420	836721	Check	1	8228	R1 SCHOOL DATEBOOKS INC		Yes	No	No	12/20/2024		79.60
USAP	P50630	109366	836722	Check	1	11745	SCHREIBER MULLANEY CONSTRUCTIC		Yes	No	No	12/20/2024		6,988.32
USAP	P50630	109375	836723	Check	1	1475	STRAUSS SKATES AND BICYCLES		Yes	No	No	12/20/2024		1,350.00
USAP	P50630	109410	836724	Check	1	5445	r2 SUMMIT FIRE PROTECTION		Yes	No	No	12/20/2024		2,394.00
USAP	P50630	109363	836725	Check	1	11563	SVL INC.		Yes	No	No	12/20/2024		916.31
USAP	P50630	109355	836726	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS		Yes	No	No	12/20/2024		9,245.81
USAP	P50630	109389	836727	Check	1	2522	TERRY'S HARDWARE		Yes	No	No	12/20/2024		352.52

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P50630	109357	836728	Check	1	10982	THE MUSIC MART INC		Yes	No	No	12/20/2024	2,499.00
USAP	P50630	109390	836729	Check	1	2548	R1 T-MOBILE		Yes	No	No	12/20/2024	189.84
USAP	P50630	109391	836730	Check	1	2548	R1 T-MOBILE		Yes	No	No	12/20/2024	60.00
USAP	P50630	109392	836731	Check	1	2559	TRIO SUPPLY		Yes	No	No	12/20/2024	1,283.72
USAP	P50630	109393	836732	Check	1	2563	TROPHIES PLUS		Yes	No	No	12/20/2024	11.00
USAP	P50630	109402	836733	Check	1	3277	UPPER LAKES FOODS, INC		Yes	No	No	12/20/2024	28,194.77
USAP	P50630	109395	836734	Check	1	2620	WASHINGTON COUNTY		Yes	No	No	12/20/2024	344.01
USAP	P50630	109396	836735	Check	1	2645	WHISTLING WELL FARM		Yes	No	No	12/20/2024	1,320.00
USAP	P50630	109397	836736	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC		Yes	No	No	12/20/2024	9,093.78
USAP	P50630	109411	836737	Check	1	6727	ZEH TEK INC		Yes	No	No	12/20/2024	149.00

Bank Total: \$1,925,035.00

Report Total: \$1,925,098.64

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		
USPR	p256p1	109152		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/06/2024		71,421.08
USPR	p256p1	109153		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	12/06/2024		57,928.24
USPR	p256p1	109154		Wire	1	2016	MN TRA		No	Yes	No	12/06/2024		189,443.03
USPR	p256p1	109155		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	12/06/2024		348,016.11
USPR	p256p1	109156		Wire	1	3880	MII LIFE		No	Yes	No	12/06/2024		0.00
USPR	p256p1	109157		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	12/06/2024		65,299.02
USPR	p256p2	109330		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/20/2024		68,798.00
USPR	p256p2	109331		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	12/20/2024		55,562.52
USPR	p256p2	109332		Wire	1	2016	MN TRA		No	Yes	No	12/20/2024		186,056.20
USPR	p256p2	109333		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	12/20/2024		333,824.81
USPR	p256p2	109334		Wire	1	3880	MII LIFE		No	Yes	No	12/20/2024		0.00
USPR	p256p2	109335		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	12/20/2024		59,043.84
USPR	p256p3	109426		Wire	1	3166	BREMER BANK FEES		No	Yes	No	12/26/2024		221.40
USPR	p256p1	109158	105803	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	12/06/2024		18,360.60
USPR	p256p1	109160	105804	Check	1	8164	MESSERLI & KRAMER		Yes	No	No	12/06/2024		541.44
USPR	p256p1	109159	105805	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C		Yes	No	No	12/06/2024		10.00
USPR	p256p2	109342	105806	Check	1	5234	EDUCATION MINNESOTA		Yes	No	No	12/20/2024		16.00
USPR	p256p2	109336	105807	Check	1	10975	EDUCATION MN HASTINGS ESP'S		Yes	No	No	12/20/2024		1,507.77
USPR	p256p2	109338	105808	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	12/20/2024		18,295.95
USPR	p256p2	109344	105809	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	No	No	12/20/2024		82.00
USPR	p256p2	109345	105810	Check	1	8164	MESSERLI & KRAMER		Yes	No	No	12/20/2024		541.44
USPR	p256p2	109339	105811	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C		Yes	No	No	12/20/2024		10.00
USPR	p256p2	109340	105812	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320		Yes	No	No	12/20/2024		2,689.00
USPR	p256p2	109341	105813	Check	1	2010	NCPERS GROUP LIFE INS -157410		Yes	No	No	12/20/2024		32.00
USPR	p256p2	109343	105814	Check	1	6780	SEIU LOCAL 284		Yes	No	No	12/20/2024		1,820.93
USPR	p256p2	109337	105815	Check	1	11741	ST. CROIX VALLEY FOUNDATION		Yes	No	No	12/20/2024		80.00
USPR	p256p3	109427	105816	Check	1	11734	THE HARTFORD		Yes	No	No	12/26/2024		12,484.08

Bank Total: \$1,492,085.46

Report Total: \$1,492,085.46

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
USBP	P506B1	109318	1337	Check	1	10628	ECCO MIDWEST INC		Yes	No	No	12/13/2024	1,000.00
USBP	P506B1	109319	1338	Check	1	11869	HUOT CONSTRUCTION AND SERVICES		Yes	No	No	12/13/2024	35,630.37
USBP	P506B1	109321	1339	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV		Yes	No	No	12/13/2024	3,345.00
USBP	P506B1	109320	1340	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC		Yes	No	No	12/13/2024	554.17
Bank Total:												\$40,529.54	
Report Total:												\$40,529.54	

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	P05ASA	109150		Wire	1	11387	AMAZON CAPITAL SERVICES, INC		No	No	No	12/05/2024	7,594.25
ACTV	P05ASB	109315		Wire	1	9557	BMO HARRIS BANK NA		No	Yes	No	12/13/2024	9,244.80
ACTV	P06AS1	109151	38307	Check	1	12055	JONAS, KALLIE		Yes	Yes	No	12/05/2024	128.08
ACTV	P06AS2	109316	38308	Check	1	10493	LAS TORTILLA MEXICAN RESTAURANT		Yes	Yes	No	12/13/2024	283.00
ACTV	P06AS3	109346	38309	Check	1	12033	MELISSA SLAPNICHER		Yes	No	No	12/20/2024	468.77
ACTV	P06AS3	109347	38310	Check	1	1977	MINNESOTA COACHES INC		Yes	Yes	No	12/20/2024	805.00
ACTV	P06AS3	109348	38311	Check	1	8775	WENTZLER, BRANDY LYNN & TOM		Yes	No	No	12/20/2024	410.00

Bank Total: \$18,933.90

Report Total: \$18,933.90

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
SCH	P5061P	109327	304543	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANK		Yes	No	No	12/19/2024	2,500.00
SCH	P5061P	109328	304544	Check	1	12061	UNIVERSITY OF UTAH		Yes	No	No	12/19/2024	5,000.00
SCH	p5062p	109428	304545	Check	1	11860	MICHIGAN TECHNICAL UNIVERSITY		Yes	No	Yes	12/26/2024	5,000.00
SCH	p5062p	109429	304546	Check	1	11862	MONTANA STATE UNIVERSITY-BOZEM/		Yes	No	No	12/26/2024	2,500.00
Bank Total:												\$15,000.00	
Report Total:												\$15,000.00	

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

Sequence: Crs, Org, Fd

										25REV				% YTD	Remaining	
Description										Annual Budget	Period 202506	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)	(3,078.62)	(21,227.24)	53%	0.00	53%	(18,772.76)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(485,023.00)	(41,881.79)	(239,936.32)	49%	0.00	49%	(245,086.68)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(99,342.00)	(9,928.94)	(46,203.88)	47%	0.00	47%	(53,138.12)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(122,310.00)	(9,811.79)	(64,313.70)	53%	0.00	53%	(57,996.30)
E	20	005	105	000	236	000	422	000	Dental Insurance Claims	615,081.00	42,956.03	327,344.80	53%	0.00	53%	287,736.20
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	35,964.00	3,064.50	18,151.80	50%	0.00	50%	17,812.20
E	20	005	105	000	302	000	422	000	Claims-Dental	0.00	0.00	0.00	0%	0.00	0%	0.00
000 Districtwide										(95,630.00)	(18,680.61)	(26,184.54)	27%	0.00	27%	(69,445.46)
Report Totals:										(95,630.00)	(18,680.61)	(26,184.54)	27%	0.00	27%	(69,445.46)

HASTINGS PUBLIC SCHOOLS

Health Self-Funded Summary

Period Ending December 31, 2024

Sequence: Crs, Org, Fd

										25REV				% YTD	Remaining	
										Annual Budget	Period 202506	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)	(588,275.52)	(3,344,187.21)	41%	0.00	41%	(4,822,638.79)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,220,330.00)	(160,890.39)	(850,740.50)	70%	0.00	70%	(369,589.50)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(444,961.00)	(33,013.00)	(224,680.67)	50%	0.00	50%	(220,280.33)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(27,899.00)	(6,851.00)	(40,295.00)	144%	0.00	144%	12,396.00
R	21	000	000	000	092	000	422	000	Interest -Health	(165,000.00)	(60,168.95)	(101,918.99)	62%	0.00	62%	(63,081.01)
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	4,968.00	0.00	2,445.00	49%	0.00	49%	2,523.00
E	21	005	105	000	317	000	422	000	Network Fees	0.00	250.00	791.65	0%	0.00	0%	(791.65)
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	7,990,000.00	353,891.29	2,583,095.40	32%	0.00	32%	5,406,904.60
E	21	005	105	000	224	000	422	000	Pharmacy Claims	1,410,000.00	247,742.54	1,134,184.15	80%	0.00	80%	275,815.85
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fex	(100,000.00)	(91,279.67)	(141,854.47)	142%	0.00	142%	41,854.47
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	20,000.00	1,509.00	9,140.04	46%	0.00	46%	10,859.96
E	21	005	105	000	302	000	422	000	Claims-Medical	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	307	000	422	000	Health Carrier TPA	243,829.00	20,073.72	115,770.44	47%	0.00	47%	128,058.56
E	21	005	105	000	308	000	422	000	StopLoss	506,134.00	39,633.53	199,164.39	39%	0.00	39%	306,969.61
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
000 Districtwide										91,115.00	(277,378.45)	(638,485.77)	(701%)	0.00	(701%)	729,600.77
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(654,000.00)	(64,502.78)	(335,944.28)	51%	0.00	51%	(318,055.72)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA	(3,321.00)	0.00	(3,321.00)	100%	0.00	100%	0.00
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	654,000.00	64,402.74	335,794.24	51%	0.00	51%	318,205.76
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA	3,321.00	0.00	3,321.00	100%	0.00	100%	0.00
326 District Additional R/E										0.00	(100.04)	(150.04)	0%	0.00	0%	150.04
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	2,685.30	0%	0.00	0%	(2,685.30)
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
331 Wellness R/E										0.00	447.55	2,685.30	0%	0.00	0%	(2,685.30)
Report Totals:										91,115.00	(277,030.94)	(635,950.51)	(698%)	0.00	(698%)	727,065.51

HR PERSONNEL REPORT

Board Meeting Date:

1.22.25

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Dammann, Becky	Resignation	Cook Assistant; 3 Hours / Day Kennedy Elementary	Food Service	January 15, 2025
Montgomery, Jessica	Termination	Paraprofessional Substitute; Hours Vary District Wide	N/A	December 18, 2024
Siebenaler, Benjamin	Resignation	Kids Campus Asst; 3.75 Hours / Day McAuliffe Elementary	Comm Ed Para	January 14, 2025
Swanson, Kent	Resignation	Paraprofessional; 6.25 Hours / Day Kennedy Elementary	ED MN - ESP	December 20, 2024

HIRES / REHIRS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Anger, Stella	Paraprofessional Substitute; Hours Vary District Wide	\$19.40 / Hour	N/A	January 9, 2025
Hovland, Racheal	Speech Language Pathologist; .6 FTE Tilden	\$84,095 Annually	ED MN - Teachers	January 16, 2025
Joynar, Kayla	Grade 2 Teacher; 1.0 FTE Kennedy Elementary	\$45,143 Annually	ED MN - Teachers	January 21, 2025
Kranz, Jackie	Secretary Substitute; Hours Vary District Wide	\$17.84 / Hour	N/A	December 5, 2024
Millhollin, Evalyn	Paraprofessional Substitute; Hours Vary District Wide	\$19.40 / Hour	N/A	January 14, 2025
Oliver, Janelle	Paraprofessional Substitute; Hours Vary District Wide	\$19.40 / Hour	N/A	December 10, 2024
Schmidt, Rachel	Food Service Substitute; Hours Vary District Wide	\$17.50 / Hour	N/A	December 3, 2024
Wenisch, Nick	Lunch/Recess Aide Substitute; Hours Vary District Wide	\$16.37 / Hour	N/A	January 2, 2025

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Beaver, Samantha	Approve	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	April 16, 2025 - June 6, 2025 (Approximate Dates)

Garner, Samantha	Approve	Non-Public Nurse; 524 Hours / Year SEAS and St Johns	N/A	January 13, 2025 - March 3, 2025
Nye, Katie	Approve	Title One Intervention Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	May 12, 2025 - June 6, 2025 (Approximate Dates)
Offenhouse, Kortney	Approve	Cook Assistant; 3 Hours / Day McAuliffe Elementary	Food Service	December 31, 2024 - February 12, 2025

ASSIGNMENT CHANGES

FROM		TO		EMPLOYEE GROUP	EFFECTIVE DATE(S)
Anderson, Cara	Theater Coordinator; 6 Hours / Day \$29.22 / Hour Hastings High School	Theater Coordinator; 6.5 Hours / Day \$29.22 / Hour Hastings High School		Technology	January 22, 2025
Bartz, Lucas	Custodian; 8 Hours / Day \$22.44 / Hour McAuliffe Elementary	Custodian; 8 Hours / Day \$22.59 / Hour McAuliffe Elementary		Custodian	December 6, 2024
Featherstone, Sarah	Support Staff Substitute; Hours Vary \$17.84 / Hour District Wide	Paraprofessional; 6.25 Hours / Day \$20.96 / Hour Hastings High School		ED MN - ESP	January 14, 2025
McTague, Jon	Lead Custodian; 8 Hours / Day \$27.39 / Hour Hastings High School	Lead Custodian; 8 Hours / Day \$26.89 / Hour McAuliffe Elementary		Custodian	January 3, 2025
Schmitz, Brian	Business Teacher; 1.0 FTE Hastings High School	Business & HOA Teacher; 1.16 FTE Hastings High School		ED MN - Teachers	January 22, 2025 - June 6, 2025
Siebenaler, Benjamin	Kids Campus sub; Hours Vary \$15.30 / Hour McAuliffe Elementary	Kids Campus Asst; 3.75 Hours / Day \$18.25 / Hour McAuliffe Elementary		Comm Ed Para	January 2, 2025
Smiley, Mike	Lead Custodian; 8 Hours / Day \$27.14 / Hour Hastings High School	Lead Custodian; 8 Hours / Day \$27.39 / Hour Hastings High School		Custodian	January 6, 2025
Starch, Robin	LTS - Special Education \$250.78 / Day McAuliffe Elementary	Special Education Teacher; 1.0 FTE \$77.181 Annually McAuliffe Elementary		ED MN - Teachers	January 2, 2025
Warner, Marlee	Paraprofessional; 6.25 Hours / Day \$21.45 McAuliffe Elementary	Paraprofessional Substitute; Hours Vary \$19.40 / Hour District Wide		N/A	January 6, 2025



**RECOMMENDED APPROVAL
OF MOUS WITH LOCAL 320 EXTENDING
NOTIFICATION DATE TO MOVE TO UNION INSURANCE**

January 22, 2025

As a part of the ratification of the 2024-2026 Master Agreements with the Custodial and Community Education Para bargaining groups, both of whom are represented by the Teamsters Local 320, MOUs were approved providing the union until January 1, 2025, to notify the District if the employee groups would like to move the insurance plan provided by Local 320. The District and the Union have mutually agreed to extend this deadline to January 24, 2025 to allow for additional employee information meetings.

Administration is recommending approval of the two MOUs.

Submitted by: Cathy Moen, Director of Human Resources

MEMORANDUM OF UNDERSTANDING - Membership Vote to Move to Union's Insurance Plan – REVISED 12.18.24 TO EXTEND TIMEFRAME

This Memorandum of Understanding ("MOU") is entered into between Independent School District No. 200, Hastings, MN ("District") and Local 320 ("Union"), collectively referred to as the "Parties".

WHEREAS, the District and the Union are parties to a Collective Bargaining Agreement ("CBA") governing the terms and conditions of employment for custodians employed with the District for the period July 1, 2024 through June 30, 2026; and

WHEREAS, Article 9 of the CBA governs Group Health Insurance, including the District's premium contribution to the District-selected group health insurance plans under Article 9, Section 7; and

WHEREAS, the Union has communicated a desire to determine if the custodians covered by the CBA want to participate in the Union's health plan through the Teamsters' Health and Welfare Fund ("Union Plan"); and

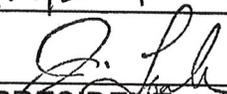
WHEREAS, the Union plans to take a vote of the custodians' bargaining unit on whether the unit wants to participate in the Union Plan, rather than the District-provided group health insurance plan.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. In the event the Union provides the District written notice on or before January 24, 2025 that the custodians' bargaining unit has voted to move from the District's group health insurance plan to the Union Plan, the Parties will engage in negotiation regarding the amount of District contribution to the Union Plan and other necessary revisions to Article 9, Section 7 of the CBA within 30 days of the District receiving the notice.
2. The Parties will negotiate in good faith following the notification in Paragraph No. 1. If an agreement is not reached by the Parties by April 1, 2025, regarding the District's contribution to the Union Plan and any other language proposals to Article 9 of the CBA, the District's current District-selected group health insurance plan and all provisions of Article 9 shall remain in force and effect.
3. This MOU shall expire on April 1, 2025 or the date the Parties reach agreement on modifications to Article 9, whichever occurs first. It does not establish a past practice or precedent, nor does it apply to any provision of the CBA, other than possible reopening and engaging in negotiation regarding the language in Article 9, including the amount of District contribution under Section 7 to the Union Plan. If the Parties do not reach agreement by April 1, the Parties will have no further obligations under this MOU.

UNION

DATE: 12/19/2024

BY: 
UNION PRESIDENT

DISTRICT

DATE: _____

BY: _____
FOR THE DISTRICT

MEMORANDUM OF UNDERSTANDING - Membership Vote to Move to Union's Insurance Plan – REVISED 12.18.24 TO EXTEND TIMEFRAME

This Memorandum of Understanding ("MOU") is entered into between Independent School District No. 200, Hastings, MN ("District") and Teamsters Local 320 ("Union"), collectively referred to as the "Parties".

WHEREAS, the District and the Union are parties to a Collective Bargaining Agreement ("CBA") governing the terms and conditions of employment for Community Education Paraprofessionals employed with the District for the period July 1, 2024 through June 30, 2026; and

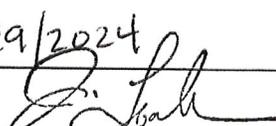
WHEREAS, Article 16 of the CBA governs Group Health Insurance, including the District's premium contribution to the District-selected group health insurance plans under Article 16, Section 7; and

WHEREAS, the Union has communicated a desire to determine if the Community Education Paraprofessionals covered by the CBA want to participate in the Union's health plan through the Teamsters' Health and Welfare Fund ("Union Plan"); and

WHEREAS, the Union plans to take a vote of the Community Education Paraprofessionals' bargaining unit on whether the unit wants to participate in the Union Plan, rather than the District-provided group health insurance plan.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. In the event the Union provides the District written notice on or before January 24, 2025 that the Community Education Paraprofessionals' bargaining unit has voted to move from the District's group health insurance plan to the Union Plan, the Parties will engage in negotiation regarding the amount of District contribution to the Union Plan and other necessary revisions to Article 16, Section 7 of the CBA within 30 days of the District receiving the notice.
2. The Parties will negotiate in good faith following the notification in Paragraph No. 1. If an agreement is not reached by the Parties by April 1, 2025, regarding the District's contribution to the Union Plan and any other language proposals to Article 16 of the CBA, the District's current District-selected group health insurance plan and all provisions of Article 16 shall remain in force and effect.
3. This MOU shall expire on April 1, 2025 or the date the Parties reach agreement on modifications to Article 16, whichever occurs first. It does not establish a past practice or precedent, nor does it apply to any provision of the CBA, other than possible reopening and engaging in negotiation regarding the language in Article 16, including the amount of District contribution under Section 7 to the Union Plan. If the Parties do not reach agreement by April 1, the Parties will have no further obligations under this MOU.

DISTRICT
 DATE: 12/19/2024
 BY: 
 FOR THE DISTRICT

UNION
 DATE: _____
 BY: _____
 UNION REPRESENTATIVE



524 INTERNET AND TECHNOLOGY, ~~AND CELL PHONE~~ ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth ~~policies and~~ guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. DEFINITIONS

- A. “Harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- C. “Technology provider” means a person who:
 - 1. contracts with the school district, as part of a one-to-one program or otherwise, to

provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

IV. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

V. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

VI. UNACCEPTABLE USES

A. **While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:**

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the

educational process;

- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including, **but not limited to**, prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/**guardians** or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may

not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, ~~social~~ networks such as “Facebook,” “~~X~~ ~~Twitter~~,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system (to include electronic messaging) for conducting business, for unauthorized commercial purposes, for outside organizational information, or for personal/financial gain unrelated to the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the

appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (ISD 200 Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. ~~Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. FILTER

- A. With respect to any of its ~~electronic devices~~ ~~computers~~ with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any

visual depictions that are:

1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

IX. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/**guardians** have the right at any time to investigate or review the contents of their child's files and email files. Parents/**guardians** have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or

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

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/~~guardians~~, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user ~~and~~ the parent/~~guardian~~. ~~or guardian, and the supervising teacher. Documentation is maintained digitally. The form must then be filed electronically at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.~~

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district ~~diskettes, tapes~~, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district ~~electronic devices~~~~diskettes~~, hard drives, or

- servers.
- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406 Public and Private Personnel Data, and Policy 515 Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIII. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents/guardians will be notified that their students will be using school district

resources/accounts to access the Internet and that the school district will provide parents/**guardians** the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents/**guardians** have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent/**guardian-or-guardian**, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A.

~~“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.~~

Within 30 days of the start of each school year, the school district must give parents/**guardians** and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent/**guardian** or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- B. The school district must provide parents/**guardians** and students an opportunity to inspect a complete copy of any contract with a technology provider.
- C. A contract between a technology provider and the school district must include

requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XV. SCHOOL-ISSUED DEVICES

- A. Except as provided in paragraph B, the school district or a technology providers must not **routinely** electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. **student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.**
- B. The school district or a technology provider may only engage in activities prohibited by paragraph C if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. **the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or**
 6. the activity is necessary to participate in federal or state funding programs, including

but not limited to the E-Rate program.

- C. If the school district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XVI. CELL PHONE USE

~~See policy 524.1 (Cell Phone and Electronic Devices). The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria. ¶¶~~

- ~~A. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. ¶¶~~
- ~~B. If the school district has reasonable suspicion that a student's cell phone or other electronic communication device contains evidence that the student has violated a school policy, rule, or law, the school district may search the device.. ¶¶~~
- ~~C. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

XVII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for

whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration ~~will~~may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy. ~~for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.~~
- B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act) *17 U.S.C. § 101 et seq. (Copyrights)*
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA)) *47 C.F.R. § 54.520 (FCC rules implementing CIPA)*
Mahanoy area Sch. Dist. v. B.L., 594 U.S. 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*
ISD 200 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
ISD 200 Policy 506 (Student Discipline) ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 519 (Interviews of Students by Outside Agencies)
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Student Sex Nondiscrimination)
ISD 200 Policy 524.1 (Cell Phone and Electronic Devices)
ISD 200 Policy 603 (Curriculum Development) Policy 606 (Textbooks and Instructional Materials)
ISD 200 Policy 806 (Crisis Management Policy)

Policy Reviewed: *11.01.2024*~~*08.07.2024*~~

Policy Adopted: *08.28.2024*

Policy Revised: *07.01.2024*



524.1 CELL PHONES AND ELECTRONIC DEVICES

I. PURPOSE

The purpose of this policy is to set clear and consistent expectations regarding the use of cell phones and electronic devices. The school board aims to provide a safe and distraction-free learning environment where students can focus on their academic pursuits and thrive intellectually. This policy supports the district's commitment to fostering a productive and engaging educational atmosphere, ensuring that all students have the opportunity to succeed academically. This policy does not include the use of district issued devices or wired headphones used for instructional purposes on school-issued devices.

II. GENERAL STATEMENT OF POLICY

- A. Students are encouraged **not to bring cell phones** or electronic devices including smartwatches, headphones, earbuds/airpods to school;
 - 1. If students choose to bring a cell phone or electronic devices to school, the following expectations apply:
 - a) Students are individually accountable for the safekeeping and protection of any electronic device including cell phones brought onto school property. The school district is not responsible for lost or stolen cell phones or any other electronic devices, its programs or its contents; and
 - b) Students will face disciplinary actions for violations of this policy.
- B. Students without cell phone access, who need to be in contact with their family during the school day must ask permission to use one of the school phones. Parents are welcome and encouraged to contact the school's office if there is a message that needs to be relayed to their child. Please note that students will not be called out of class to receive phone messages except in the event of an emergency; and
- C. To encourage a collaborative approach to student safety and well-being, school administrators will ensure that parents are promptly informed of any important updates or incidents involving their child.

III. DEFINITIONS

- A. "Cell phone" means a portable electronic device capable of making and receiving calls, sending and receiving text messages, accessing the internet, and/or running various applications, regardless of whether or not the phone is connected to a network provider or phone service. It encompasses any handheld device that falls under this description.

- B. “Classrooms/instructional spaces” means the physical space where teaching and learning take place, including advisory, study hall, and the media center.
- C. “Confiscate” means the device will be removed from the student’s possession and brought to the office until the end of the school day.
- D. “Electronic device” means earbuds, airpods, smart watches, handheld gaming systems, tablets, laptops, and non-district issued ipads and chromebooks.
- E. “Emergency” means a serious, or unexpected situation requiring immediate action.
- F. “Instructional time” means the duration during which students are engaged in learning activities while in a classroom/instructional space. It represents the entire class period from bell to bell.
- G. “Parent” includes a legal guardian or other person who is legally responsible for the welfare of the child. Rights under this policy transfer from the parents or guardians to a student who is 18 years old.
- H. “School day” means from the first bell to the last bell.

IV. DISTRICT-WIDE DEVICE RESTRICTIONS

These rules apply across all buildings, regardless of individual school guidelines:

A. Prohibited Conduct

Students are strictly prohibited from using cell phones or electronic devices for any activities that violate school district policies.

1. Locker Rooms and Bathrooms

Devices with photo or video capabilities are never permitted to be accessed in locker rooms or bathrooms. If such devices are found in these areas, they will be confiscated and searched according to district policies and applicable laws.

2. Lockdowns and Fire Drills

Cell phone use during lockdowns and fire drills is strictly prohibited to ensure safety and minimize distractions.

3. Unauthorized Recording

Video and voice recording or photographing others without their consent in any school setting, including on the bus, is strictly forbidden. Students who engage in unauthorized recording will face disciplinary action.

V. CELL PHONE GUIDELINES BY BUILDING

A. Elementary Schools

Cell phones are not allowed during the school day. Smart watches, including all wearable electronic devices capable of sending/receiving messages and phone calls, or accessing the internet are prohibited for use in this capacity during the school day.

B. Middle School

Cell phone use is not allowed during the school day. Students must keep cell phones in lockers or in the main office. Cell phone use is allowed before and after school. Smart watches, including all wearable electronic devices capable of sending/receiving messages and phone calls, or accessing the internet are prohibited for use in this capacity during the school day. The use of wired headphones on school issued devices is allowed.

C. High School & Alternative Learning Program Limited Access

Cell phone possession and use is not allowed in classrooms/instructional spaces.

If students choose to bring a cell phone/device to school the expectations are as follows: Cell phones, electronic devices (including smart watches) and earbuds/air pods will be turned off and remain in student backpacks/lockers during instructional time.

1. Students who need to be in contact with their family during the academic day are to ask permission to use one of the school phones;
2. Parents are welcome and encouraged to contact our student office or attendance line if there is a message that needs to be relayed;
3. Cell phone use is allowed between classes and during lunch only;
4. Students assume the risk of damage, theft, or loss when choosing to bring a phone or electronic device to school;
5. Cell phone use of any kind is not permitted in locker rooms or bathrooms;
6. Phone usage during emergency drills or actual events is prohibited;
7. Using a cell phone to voice or video record or take photos of staff members or other students is not allowed without permission;
8. Recording or taking photos of classmates with the intent to bully or harass is not permitted. Students in violation are subject to the district's Bullying and Harassment Policies;
9. Using social media, apps, or any other function of a cell phone/device to spread

rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted; and

10. Sharing or asking classmates for inappropriate content is not permitted.

VI. DISTRICT-WIDE ENFORCEMENT AND CONSEQUENCES

A. Teachers, staff, and administrators are responsible for enforcing this policy. Cell phone and electronic devices will be confiscated when used in violation of this policy;

B. Consequences for use of cell phones and electronic devices will be progressive in nature and include:

1. First Instance

a) Staff member holds the device or turns it into the office and documents internally;

b) Device Retrieval:

(1) K - 8: student retrieves the device at the end of the day;

(2) Grade 9 -12: student retrieves the device at the end of the day; and

(a) school administration notifies the parents/guardian

2. Second Instance

a) Staff member turns the device into the office and documents internally;

b) Device Retrieval:

(1) Grades K-8: School Administration notifies the parent/guardian to pick up the device.

(2) Grades 9-12: Student retrieves the device at end of the day

(a) School Administration notifies the parents/guardian.

3. Third Instance

a) The device is turned into the school's office for parent/guardian pick up;

b) School Administration notifies the parent/guardian to pick up the device and a plan is created with the school administration and the parent/guardian (device is held by admin during the school day or device is not allowed on school grounds);

c) Plan must be signed by parent/guardian and the student and will be in effect for the remainder of the school year; and

d) Internal documentation will include the signed success plan.

C. School administration may impose additional consequences for violations of this policy.

VII. EXCEPTIONS

A. Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy;

1. Please contact school administration if there is an essential need for a phone. In the case of medical necessity, a student should have prior approval;

B. Wired headphones may be allowed at designated times for instructional purposes on school-issued devices;

C. Guidelines for cell phone/device use for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. Teachers, coaches or advisors will provide guidance.

D. Exceptions to this policy may be granted by the building principal.

VIII. DISSEMINATION, REVIEW, AND MONITORING OF POLICY

A. This policy shall be included in Student Handbook, posted on the district website and distributed upon request;

B. This policy will be reviewed annually until June 2027;

C. Each building will provide a quarterly report to the school board containing the following data:

1. Number of students with one violation;

2. Number of students with two violations; and

3. Number of students with three or more violations and a success plan in place.

4. The superintendent may request additional data.

Legal References: *Minn. Stat. § 121A.73 (School Cell Phone Policy) Garcetti v. Ceballos, 547 U.S. 410, 126 S. Ct. 1951, 164 L. Ed. 2d 689 (2006)*
Pickering v. Bd. of Ed. of Twp. High Sch. Dist. 205, Will County., Illinois 391 U.S. 563, 88 S. Ct. 1731, 20 L. Ed. 2d 811 (1968)

Cross References: *ISD 200 Policy 524 Internet and Technology Acceptable Use and Safety Policy*

Policy Reviewed: *11.01.2024*

Policy Adopted:

Policy Revised:

00.00.2024



533 WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. ~~The purpose of this policy is to assure a school environment that promotes and protects students' physical, social and emotional health and development, and ability to learn by supporting healthy eating and physical activity. The Hastings Public School District encourages and promotes life long healthy eating and physical activity.~~

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents/guardians, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b) part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. All students in each grade, K-12, have the opportunity to receive weekly, standards-based physical education taught by a licensed instructor;
2. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television, or using a cell phone or other electronic device;
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate;
4. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate; and
5. Weather permitting elementary school students have quality recess with adequate space, structure and equipment to encourage active play.

C. Communications with Parents/Guardians

1. The school district recognizes that parents/guardians have a primary role in

promoting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents/guardians to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

DEFINITIONS¶

¶

~~D. "Competitive Foods" means all foods sold: (a) outside the school meal programs; (b) on the school campus; (c) at any time during the school day. ¶~~

¶

~~E. "School Day" means for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day. ¶~~

¶

~~F. "School Campus" means for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day. ¶~~

GENERAL STATEMENT OF POLICY

~~G. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. ¶~~

¶

~~H. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging, and making available opportunities for healthy eating and physical activity. ¶~~

¶

~~I. The school district encourages the involvement of students, parents, teachers, food service staff, board members, administrators and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies. ¶~~

¶

~~J. Children need access to healthy foods and opportunities to be physically active in~~

~~order to grow, learn, and thrive.¶~~

~~¶~~

~~K. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.¶~~

~~¶~~

~~L. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.~~

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals ~~National School Lunch & Breakfast Program Operations~~

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations; ~~All reimbursable school breakfast and lunch meals, as set by the District's Food Service Director, will meet or exceed current USDA Dietary Guidelines for American.~~
2. The school district will make every effort to provide students with adequate time for school meals in a pleasant dining environment and to schedule lunch after recess when possible for K-4 students;
3. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; ~~The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~
4. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; ~~The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~
5. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat; ~~Food service personnel shall adhere to all federal, state and local food safety and security guidelines.~~
6. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards; ~~The school district will make every effort to~~

~~provide students with sufficient time to eat after sitting down for school meals (10 minutes for breakfast and 20 minutes for lunch) in a pleasant dining environment and to schedule lunch after recess.~~

7. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines; ~~The school district, to the extent possible, will utilize a variety of methods to serve school breakfast and encourage participation. Each site will determine if breakfast will be allowed to be consumed in the classroom.~~
8. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals; ~~The school district will discourage tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~
9. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks; ~~The school district will recognize and accommodate students with special dietary needs due to a chronic health condition or food allergy or intolerance.~~
10. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day; and ~~As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.~~
11. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel ~~Foods and Beverages Available Outside the School Meals~~

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines. ~~Elementary school students shall not have access to competitive foods other than fruits, vegetables, low-calorie whole-grain items, low-fat dairy and water.~~
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development

~~for all food service personnel in schools. All foods sold (a) outside the school meal program; (b) on the school campus; and (c) at any time during the school day will meet the nutrition standards set for by the USDA “Smart Snacks in School Regulation”, (Exhibit I)~~

~~All foods sold (a) outside the school meal program; (b) on the school campus; and (c) at any time during the school day will meet the nutrition standards set for by the USDA “Smart Snacks in School Regulation”, (Exhibit I). ¶~~

~~¶~~

~~3. Schools will use a variety of rewards for academic performance and good behavior with an emphasis on non food rewards such as theater tickets, school spirit apparel and other items; ideas include 1st to lunch, free time in elementary, etc. ¶~~

~~¶~~

~~4. Non food fundraising will be encouraged by the district. Foods sold in fundraising during the school day must meet the nutrition standards and frequency standards as set forth by the USDA “Smart Snacks in Schools Regulation”, (Exhibit I). ¶~~

C. Competitive Foods and Beverages ~~Nutrition Education and Promotion~~

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers. ~~Non food fundraising will be encouraged by the district. Foods sold in fundraising during the school day must meet the nutrition standards and frequency standards as set forth by the USDA “Smart Snacks in Schools Regulation”, (Exhibit I)~~

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to

students on the school campus, including those foods provided through:

- a) Celebrations and parties. The school district will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas; and
 - b) Classroom snacks brought by parents/guardians. The school district will provide to parents/guardians a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
 3. Fundraising. The school district will make available to parents/guardians and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

¶¶

~~a) Non food fundraising will be encouraged by the district. Foods sold in fundraising during the school day must meet the nutrition standards and frequency standards as set forth by the USDA "Smart Snacks in Schools Regulation", (Exhibit I). ¶¶~~

¶¶

~~b) integrated in to K-12 curriculum delivered by licensed elementary (K-5) or Health Educator (7-12); ¶¶~~

¶¶

~~c) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.~~

¶¶

~~3. The school district will ensure consistent messages are provided throughout the school, classroom and cafeteria through promotion of healthy foods and beverages by: ¶¶~~

¶¶

~~a) Utilizing marketing strategies to promote fruits, vegetables, whole~~

~~grains, lean proteins, water and low-fat dairy.~~¶

¶

~~b) Utilizing marketing strategies to promote fruits, vegetables, whole grains, lean proteins, water and low-fat dairy.~~¶

¶

~~c) Educating parents through dissemination of healthy snack and celebration food and beverage lists, guidance on packing healthy lunches and other nutrition education topics throughout the school year. All classroom celebration foods should meet Hastings Healthy Food Guidelines (Exhibit 1). The exception to this section is Valentine's Day and Halloween.~~¶

¶

~~d) Encouraging teacher modeling of healthy eating behaviors.~~¶

¶

~~e) Prohibiting the withholding of foods or beverages as punishment.~~¶

¶

~~F. Physical Activity and Physical Education~~¶

¶

~~Students need opportunities for physical activity in various school settings (PE classes, recess and classroom) to foster lifelong, regular physical activity, maintain a healthy weight, develop an understanding of teamwork, and achieve academic success. As such, the school district will ensure:~~¶

¶

~~1. All students in each grade, K-12, have the opportunity to receive weekly, standards-based physical education taught by a licensed instructor.~~¶

¶

~~2. All physical education classes include an emphasis on moderate to vigorous physical activities in all or most lessons.~~¶

¶

~~3. Physical education staff is provided with adequate professional development.~~¶

¶

~~4. Classroom teachers provide short physical activity breaks between classes, as appropriate.~~¶

¶

~~5. All elementary school students have a minimum 20 minutes of daily quality recess with adequate space, structure and equipment to encourage active play.~~¶

¶

~~6. Parents and guardians receive information on school-based physical activity opportunities, how to integrate physical activity into a child's daily life at home, as well as the use of school facilities outside of school hours for physical activity programs offered by community-based organizations.~~¶



- ~~7. Physical activity or recess shall not be withheld regularly or used as punishment, unless the safety of students is in question.~~

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents/guardians, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication ~~The wellness policy will be implemented throughout the school district.~~

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post this wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

The District will maintain a Smart Choices/Wellness Committee to support District

policy regarding nutrition, healthy eating, physical activity, and healthy lifestyles and serve as a resource to school sites for school wellness policy implementation.

C. Triennial Assessment ~~The Wellness Committee will be composed of representatives from each school, staff, parents, students, school administrators and the public.~~

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a) the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b) the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c) a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).¶

~~E. The Wellness Committee will establish a plan to monitor and measure progress toward meeting District Wellness policy objectives and the Chair will provide an~~

~~annual report on such progress to the school board. The report will be posted on the District Website.¶~~

~~¶~~

~~F. The Superintendent or designee will ensure compliance with the wellness policy.~~

Legal References: ~~Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)~~
 ~~42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act) Richard B. Russell National School Lunch Act)~~
 ~~42 U.S.C. § 1758b (Local School Wellness Policy)~~
 ~~42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)~~
 ~~P.L. 108-265 (2004) § 204 (Local Wellness Policy)~~
 ~~7 U.S.C. § 5341 (Establishment of Dietary Guidelines)~~
 ~~7 C.F.R. § 210.10 (School Lunch Program Regulations)~~
 ~~7 C.F.R. § 220.8 (School Breakfast Program Regulations)~~

Local References: ~~Minnesota Department of Education, www.education.state.mn.us~~
 ~~Minnesota Department of Health, www.health.state.mn.us~~
 ~~County Health Departments~~
 ~~Action for Healthy Kids Minnesota, www.actionforhealthykids.org~~
 ~~United States Department of Agriculture, www.fns.usda.gov~~

Reviewed: 11.15.2024

Revised: 04.17.2015

Adopted: 05.2006

**Approval of District 200 Donations - Public
October-December 2024**

<u>Date</u>	<u>Building</u>	<u>Description</u>	<u>Amount</u>
10/01/24	Kennedy	Memorial Interest	\$62.65
10/01/24	High School	Bahls Family Scholarship	\$4,000.00
10/02/24	High School	Band Cub Bagging & Papa Murphys Fundraisers	\$4,819.95
10/02/24	High School	High School Donation	\$8.00
10/03/24	High School	HHS Alumni Assoc Scholarship	\$2,500.00
10/03/24	McAuliffe	Hootenany	\$1,500.00
10/03/24	McAuliffe	Classroom Party	\$80.00
10/07/24	Pinecrest	Classroom Party	\$790.00
10/07/24	Pinecrest	Pinecrest Donation	\$30.00
10/07/24	Kennedy	Supplies and Field Trips	\$1,000.00
10/07/24	Kennedy	Classroom Party	\$30.00
10/07/24	Middle School	HMS Outdoor Club	\$1,500.00
10/08/24	High School	High School Girls Hockey Uniforms	\$1,435.09
10/09/24	Kennedy	Classroom Party	\$10.00
10/10/24	High School	FCA's Fields of Faith	\$250.00
10/11/24	High School	Marching Band Cub Bagging & Papa Murphys Fundraisers	\$1,177.40
10/11/24	McAuliffe	Field Trips Grades K-4	\$7,500.00
10/16/24	Middle School	Phy Ed Pickleball Paddles	\$800.00
10/16/24	Middle School	Phy Ed Heart Rate Monitors	<u>\$463.50</u>
			\$1,263.50
10/22/24	High School	Football Field Equipment	\$2,346.13
10/23/24	High School	AAUW Scholarship	\$4,500.00

10/23/24	High School	High School Faculty Scholarship	\$82.00
10/24/24	Pinecrest	Classroom Party	\$10.00
10/28/24	Community Ed	Donation to Little Learner	\$500.00
10/28/24	Community Ed	Donation to School Readiness	\$500.00
10/28/24	Community Ed	Donation to Little Learner	\$50.00
10/29/24	McAuliffe	Classroom Party	\$30.00
10/29/24	High School	Participation Fees	\$2,500.00
10/29/24	Community Ed	Youth Impact Council Scholarship	\$407.34
10/31/24	High School	Assistant Football Coaches	\$20,107.50
10/31/24	High School	Wrestling Poster Sponsor	\$125.00
10/31/24	High School	Wrestling Poster Sponsor	\$125.00
10/31/24	High School	Wrestling Poster Sponsor	\$500.00
10/31/24	High School	Wrestling Poster Sponsor	<u>\$125.00</u>
			\$875.00
11/01/24	High School	Volleyball Tournament Fees/Officials	\$580.00
11/06/24	High School	Marching Band Donation	\$500.00
11/06/24	High School	9B Volleyball Coach	\$3,805.12
11/08/24	Pinecrest	Pinecrest Donation	\$30.00
11/08/24	High School	Marching Band Donation	\$160.00
11/12/24	Middle School	Middle School Music Department	\$1,666.00
11/14/24	High School	Peer Helpers	\$8,000.00
11/14/24	High School	High School Donation	\$12.00
11/14/24	High School	Girls Soccer Assistant Coach	\$2,500.00
11/15/24	Middle School	Middle School Band	\$146.91
11/15/24	Middle School	Middle School Choir	\$146.91
11/15/24	Middle School	Middle School Orchestra	<u>\$146.91</u>

			\$440.73
11/15/24	Kennedy	1st Grade Field Trip	\$624.00
11/15/24	Kennedy	Kindergarten Field Trips	<u>\$746.00</u>
			\$1,370.00
11/18/24	Middle School	Chill School	\$500.00
11/20/24	Middle School	Implement HMS AVID program	\$25,000.00
11/20/24	High School	Chase Passauer Memorial Scholarship	\$1,500.00
11/20/24	High School	Inver Grove Collision Scholarship	\$2,000.00
11/21/24	Middle School	HMS Band Imagine Grant	\$250.00
11/22/24	High School	High School Faculty Scholarship	\$82.00
11/22/24	Pinecrest	Classroom Party	\$10.00
11/22/24	Pinecrest	Pinecrest Donation	\$10.00
11/22/24	Pinecrest	Read-A-Thon	\$14,732.00
11/25/24	High School	Volleyball Varsity Assistant Coach	\$3,492.00
11/25/24	Middle School	Middle School Band	\$193.00
11/25/24	Middle School	Middle School Choir	\$193.00
11/25/24	Middle School	Middle School Orchestra	<u>\$193.00</u>
			\$579.00
11/27/24	Middle School	Raider Cove and Dance Supplies	\$421.63
11/27/24	Pinecrest	Pinecrest Donation	\$30.00
12/02/24	High School	High School Donation	\$8.00
12/04/24	High School	Swim & Dive Equipment (Touchpad)	\$500.00
12/04/24	High School	Joel Seleskie Family Scholarship	\$7,722.75
12/05/24	Pinecrest	Classroom Party	\$10.00
12/09/24	Middle School	Middle School Band	\$123.33
12/09/24	Middle School	Middle School Choir	\$123.33
12/09/24	Middle School	Middle School Orchestra	<u>\$123.34</u>
			\$370.00

12/12/24	Middle School	7th/8th Grade Dance	\$50.99
12/12/24	High School	Softball Field Survey/Improvements	\$648.53
12/12/24	McAuliffe	Classroom Party	\$20.00
12/13/24	High School	Randy Roberts Memorial Scholarship	\$20,000.00
12/16/24	Middle School	Middle School Band	\$239.14
12/16/24	Middle School	Middle School Choir	\$239.13
12/16/24	Middle School	Middle School Orchestra	<u>\$239.13</u>
			\$717.40
12/18/24	High School	Spanish Club Donation	\$50.00
12/18/24	High School	Boys Varsity Soccer Assistant Coach	\$1,614.75
12/18/24	High School	Ability 2 Believe Scholarship	\$2,000.00
12/18/24	Middle School	AVID-Rolling Whiteboards	\$4,000.00
	Tilden	Outdoor Classroom	\$11,700.00
	Middle School	STEAM-Rolling in 7th Grade	\$3,053.07
	Tilden	PreK Science	\$1,340.98
	High School	FACS Baby Infant Simulators	\$8,862.24
	High School	Free Voluntary Library Spanish	\$1,000.00
	High School	STAARS Promoting Social Skills	\$6,000.00
	HHS/HMS	EL Newcomers Library	\$2,084.00
	Pinecrest	Universal Calm Corner Books	\$1,750.00
	Kennedy	Clay Sculptures	\$500.00
	High School	Delta Field Trip	\$450.00
	High School	LEAP Field Trips	\$4,854.00
	High School	LEAP Raiders Cart	\$505.00
	High School	EL Pocketalk Translation	\$2,000.00
	Pinecrest	Life Lessons by Dragons	\$705.00
	All Elem Schools	Mobile STEM Labs for All	<u>\$2,165.85</u>
			\$50,970.14
12/19/24	High School	High School Donation	\$8.00
12/20/24	High School	High School Faculty Scholarship	\$82.00
12/19/24	Middle School	Middle School Band	\$138.67
12/19/24	Middle School	Middle School Choir	\$138.66
12/19/24	Middle School	Middle School Orchestra	<u>\$138.67</u>
			\$416.00

12/30/24	Middle School	Middle School Donation	\$1,000.00
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		Total Second Quarter Donations	<u><u>\$213,723.60</u></u>
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In-Kind Donations - values are approximate per information available

11/01/24	Middle School	Nurse's Office Donations	\$1,467.00
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11/01/24	Middle School	5th Grade Recess Equipment	\$521.00
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12/18/24	High School	Ipad for the Counseling Office	\$100.00
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Donation Acceptance Resolution

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

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

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

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

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

Voting in favor of the resolution:

Voting against:

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

Recommendation for Approval

The Smart Choices Student Wellness Committee has been awarded a SHIP* Grant from Dakota County that will allow us to purchase a curriculum and mobile sensory cart at Kennedy Elementary School. This will provide teachers and service providers with equipment and education materials to help students regulate their emotional and sensory needs, calm their bodies, and learn appropriate social emotional and self-regulation skills. In order to process the funding for this grant valued at \$6,199.00, Hastings ISD #200 needs to enter into a Joint Powers Agreement with Dakota County. This Joint Powers Agreement is being presented to the Hastings School Board at the January 22, 2025 meeting.

The Smart Choices Committee is in favor of the Joint Powers Agreement with Dakota County being approved by the Hastings School Board.

Mary Ellen Fox, RN, Licensed School Nurse, Co-chair
Smart Choices Student Wellness Committee
January 7, 2025



Smart Choices Committee 2024-2025	
Smart Choices Committee	Building and Role
Emily Lubich	Nurse, McAuliffe Elementary
Brittney Hirschauer	Director of Food & Nutrition Service, co-chair
Mary Ellen Fox	Health Services Supervisor, Tilden, co-chair
Molly Cirillo	District Family Resource Coordinator, HMS
Michaela Burr	School Social Worker, Pinecrest
Sara Stenger	School Social Worker, HHS
Katie Skramstad	School Psychologist, Kennedy
Anna Kuczwarskyj	Dakota County School Wellness Consultant
Kassy Podvin	Health Promotion Specialist, Dakota County

SHIP* Grant - Statewide Health Improvement Program

Previous ISD #200 SHIP Grants include but not limited to:

2023-2024 Sensory Room/Cart at Pinecrest

2021-2023 Move Mindfully Training for staff (primarily Elementary)

Summer 2018 Hydration Station @ McAuliffe Elementary

2016-2017 Active Recess Training - Elementary; Active Classroom Training Elementary & HMS

2015-2016 Hydration Station Installation @ HMS and HHS

**JOINT POWERS AGREEMENT FOR SCHOOL WELLNESS
BETWEEN THE COUNTY OF DAKOTA AND
SCHOOL DISTRICT 200**

This Joint Powers Agreement (“Agreement”) is entered into by and between the County of Dakota, a political subdivision of the State of Minnesota, by and through its Department of Public Health, and School District 200, 1000 West 11th St., Hastings, MN 55033 (“School District” or “Contractor”), by and through their respective governing bodies.

RECITALS

WHEREAS, the County and the School District are governmental units as that term is defined in Minn. Stat. §471.59;

WHEREAS, under Minn. Stat. §471.59, subd.1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units;

WHEREAS, the County has received a grant of monies from the State of Minnesota acting through the Minnesota Department of Health Grant Project Agreement No. 183510 for implementation of the County’s Statewide Health Improvement Program (“SHIP”);

WHEREAS, the County is permitted to make sub-grants of its SHIP funds and the County has solicited and considered grant applications from entities for use of such funds; and

WHEREAS, the County has awarded School District with SHIP funds described herein based the grant expenditures outlined in Exhibit 2, Service grid.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein, the County and School District hereby agree as follows:

1. Effective Date. This Agreement shall be effective as of the later date of signature by the parties.
2. Purpose. The purpose of this Agreement is to provide funding by the County to the School District so that the School District may participate in the Dakota County SHIP School Wellness program. All funds provided by the County are to be used by the School District solely for the purposes described in Exhibit 2, Service Grid.
3. School District obligations under State Contracts. The grant funds provided to School District under this agreement are subject to the terms and conditions contained in both the Master Grant Contract between Dakota County and the State of Minnesota dated September 18, 2019, as may be periodically amended, and the SHIP Grant Project Agreement between the Dakota County Community Health Board and the State of Minnesota dated October 1, 2020, as may be periodically amended, including amendments dated August 23, 2021 and October 18, 2022.(“State Contracts”). School District agrees to comply with all terms and conditions contained in such contracts that are applicable to the County. County will provide copies of these contracts to School District upon request.

4. County Obligations. The County agrees to reimburse the School District in an amount not to exceed \$6,119.00 for costs incurred in performing services fulfilling the Purpose described above from the Effective Date through 10/31/2025
5. Reimbursement and Reporting. After this Agreement has been executed by both parties, the School District may claim reimbursement for expenditures incurred in connection with the performance of activities that are eligible for reimbursement in accordance with this Agreement.

The County will reimburse the School District within 45 calendar days of the School District's submission of invoices to the County. Invoices must be submitted using the form in Exhibit 4. All requests for reimbursement must be submitted by 11/13/25. The School District must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with the State Contracts, that it has documentation of the actual expenditures for which reimbursement is sought, and that such expenditures have not been otherwise reimbursed. School District should report their accomplishments and successes using the form in Exhibit 3 Reporting Form. All expenditures and reimbursements must be submitted using the form in Exhibit 4.

6. Authorized Representatives. The following named persons are designated as the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only authority specifically granted by their respective governing boards. Notice required to be provided pursuant this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification to this Agreement.

The County's Authorized Representative is:

Marti Fischbach, 1 Mendota Rd. W., Ste. 500, West St. Paul, MN 55118

Telephone: 651-554-5742

Email: Marti.Fischbach@co.dakota.mn.us

Alex Groten, or his/her successor, has the responsibility to monitor the School District's performance pursuant to this Agreement and the authority to approve invoices submitted for reimbursement.

The School District's Authorized Representative is:

Name: Jennifer Seubert, Director of Finance & Operations

Telephone: 651-480-7005

Email: jseubert@isd200.org

The parties shall provide written notification to each other of any change to the Authorized Representative. Such written notification shall be effective to change the designated liaison under this Agreement, without necessitating an amendment of this Agreement.

7. Assignment. The School District may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed assignment agreement, executed by the County and the School District.
8. Use of Subcontractors. The School District may engage subcontractors to perform activities funded pursuant to this Agreement. However, the School District retains primary responsibility

to the County for performance of the activities and the use of such subcontractors does not relieve the School District from any of its obligations under this Agreement. If the School District engages any subcontractors to perform any part of the activities, the School District agrees that the subcontract for such services shall include the following provisions:

- (a) The subcontractor must maintain all records and provide all reporting as required by this Agreement.
- (b) The subcontractor must defend, indemnify, and save harmless the County from all claims, suits, demands, damages, judgments, costs, interest, and expenses arising out of or by reason of the performance of the contracted work, caused in whole or in part by any negligent act or omission of the subcontractor, including negligent acts or omissions of its employees, subcontractors, or anyone for whose acts any of them may be liable.
- (c) The subcontractor must provide and maintain insurance through the term of this Agreement in amounts and types of coverage as set forth below, and provide to the County, prior to commencement of the contracted work, a certificate of insurance evidencing such insurance coverage:
 - General liability coverage of at least \$2,000,000 per occurrence and aggregate and naming Dakota County as an additional insured;
 - Automobile liability coverage of at least \$2,000,000 per occurrence and aggregate and naming Dakota County as an additional insured,
 - Professional liability (errors and omissions) insurance coverage of at least \$2,000,000, and Workers' compensation coverage or certification of excluded employment from workers' compensation requirements.
- (d) The subcontractor must be an independent contractor for the purposes of completing the contracted work.
- (e) The subcontractor must acknowledge that the contract between the School District and the subcontractor does not create any contractual relationship between County and the subcontractor.
- (f) The subcontractor shall perform and complete the activities in full compliance with this Agreement and all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the activities.

9. Indemnification. To the fullest extent permitted by law, School District agrees to indemnify the County, its officers, employees, agents, and others acting on its behalf and to hold them harmless and defend and protect them from and against any and all loss, damage, liability, cost and expense, specifically including reasonable attorneys' fees and other costs and expenses of defense, for any actions, claims or proceedings of any sort which are caused by any act or omission of School District, its officers, employees, agents, subcontractors, invitees, or any other person(s) or entity(ies) for whose acts or omissions School District may be legally responsible. Nothing herein shall be construed as a waiver by School District of any of the immunities or limitations of liability to which it may be entitled pursuant to Minn. Stat. Ch. 466 or any other statute or law.
10. Insurance Terms. In order to protect itself and to protect the County under the indemnity provisions set forth above, School District shall, at its expense, procure and maintain policies of insurance covering the term of this Agreement. All retentions and deductibles under such policies shall be paid by the School District.
11. Audit. The School District shall maintain books, records, documents and other evidence pertaining to the costs or expenses associated with the work performed pursuant to this

Agreement. Upon request the School District shall allow the County, Legislative Auditor or the State Auditor to inspect, audit, copy or abstract all of the books, records, papers or other documents relevant to this Agreement. The School District shall use generally accepted accounting principles in the maintenance of such books and records, and shall retain all of such books, records, documents and other evidence for a period of six (6) years from the date of the completion of the activities funded by this Agreement.

12. Data Practices. The School District agrees with respect to any data that it possesses regarding the Agreement to comply with all of the provisions of the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as the same may be amended from time to time.
13. Relationship of the Parties. Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of co-partners or joint ventures between the County and the School District, nor shall the County be considered or deemed to be an agent, representative or employee of the School District in the performance of this Agreement. Personnel of the School District or other persons while engaging in the performance of this Agreement shall not be considered employees of the County and shall not be entitled to any compensation, rights or benefits of any kind whatsoever.
14. Governing Law, Jurisdiction and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be with the appropriate state court with competent jurisdiction in Dakota County.
15. Compliance with Law. The School District agrees to conduct its work under this Agreement in compliance with all applicable provisions of federal, state, and local laws, ordinances, or regulations, and further agrees to comply with the Standard Assurances attached as Exhibit 1. The School District is responsible for obtaining and complying with all federal, state, or local permits, licenses, and authorizations necessary for performing the work.
16. Default and Remedies.
 - (a) Events of Default. The following shall, unless waived in writing by the County, constitute an event of default under this Agreement: If the School District fails to fully comply with any material provision, term, or condition contained in this Agreement.
 - (b) Notice of Event of Default and Opportunity to Cure. Upon the County's giving the School District written notice of an event of default, the School District shall have thirty (30) calendar days in which to cure such event of default, or such longer period of time as may be reasonably necessary so long as the School District is using its best efforts to cure and is making reasonable progress in curing such events of default (the "Cure Period"). In no event shall the Cure Period for any event of default exceed two (2) months. Within ten (10) calendar days after receipt of notice of an event of default, the School District shall propose in writing the actions that the School District proposes to take and the schedule required to cure the event of default.
 - (c) Remedies. Upon the School District's failure to cure an event of default within the Cure Period, the County may enforce any or all of the following remedies, as applicable:

- (1) The County may refrain from disbursing the grant monies; provided, however, the County may make such a disbursement after the occurrence of an event of default without thereby waiving its rights and remedies hereunder.
 - (2) The County may enforce any additional remedies it may have in law or equity.
 - (3) The County may terminate this Agreement and its obligation to provide funds under this Agreement for cause by providing thirty (30) days' written notice to the School District. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall be a material breach of this Agreement and any supplemental agreement or modification to this Agreement or an event of default. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other Party. For purposes of termination and default, all days are calendar days.
17. Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated immediately by the County in the event sufficient funds from the County, State, or Federal sources are not appropriated, obtained and continued at least the level relied on for the funding of this Agreement, and the non-appropriation of funds did not result from any act or bad faith on the part of the County.
18. Ownership of Materials and Intellectual Property Rights.
- (a) Except as otherwise required by Minnesota or Federal Law, the County agrees to, and hereby does, assign all rights, title and interest it may have in the materials conceived or created by the School District, or its employees or subgrantees, and which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("Materials").
 - (b) The School District represents and warrants that Materials produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another. School District shall indemnify and defend the County, at its expense, from any action or claim brought against the County to the extent that it is based on a claim that all or parts of the Materials infringe upon the intellectual property rights of another.
19. Special Conditions. The School District understands and agrees that it will perform the work contemplated by this Agreement in such a way as to comply with and enable the County to comply with all of the requirements imposed upon the County in the State Contracts, including but not limited to the following:
- (a) Any publicity given to the activities occurring as a result of this Agreement, including notices, informational pamphlets, press releases, research, reports, signs and similar public notices shall identify that it is "Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health and Dakota County Public Health Department" and shall not be released unless approved in writing by these entities' authorized representatives.
 - (b) The School District shall indemnify, save and hold the Department, its representatives and employees harmless from any and all claims or causes of action, including reasonable

attorney fees incurred by the Department, arising from the performance of the activities funded by this Agreement by the School District or its agents or employees.

(c) The School District, by executing this Agreement, grants to the Department a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify, distribute, perform and otherwise use the Materials for any and all purposes, in all forms and manners that the Department, in its sole discretion, deems appropriate.

20. Exhibits. The following exhibits are attached to and incorporated within this Subgrant Agreement.

- Exhibit 1: Standard Assurances;
- Exhibit 2: Service Grid;
- Exhibit 3: Reporting Form; and
- Exhibit 4: Invoice Form.

21. Waiver. If the County fails to enforce any provision of this Agreement, that failure shall not result in a waiver of the right to enforce the same or another provision of this Agreement.

22. Complete Agreement. This Agreement and Exhibits contain all negotiations and agreements between the County and the School District. Any amendment to this Agreement must be in writing and executed by the County and the School District. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party. In the event of a conflict between the terms of any Exhibit and the body of this Agreement, this Agreement shall control.

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

Approved as to form:

COUNTY OF DAKOTA

By: _____

Assistant County Attorney/Date
KS-24-

Title: Community Services Director

Date: _____

Dakota County Contract CLA20634
Dakota County BR 24-

SCHOOL DISTRICT 200

By: _____

Title: _____

Date: _____

**EXHIBIT 1
STANDARD ASSURANCES**

1. **NON-DISCRIMINATION.** During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELLECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

7. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

*"Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

8. **HEALTH DATA PRIVACY.** When applicable to the Contractor's duties under this Contract, the Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Minnesota Health Records Act, and any other applicable health data laws, rules, standards, and requirements in effect during the term of this Contract.

9. **APEALS.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. § 256.045, Administrative and Judicial Review of Human Services Matters, if applicable.

10. **REPORTING.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act", Minn. Stat. § 626.556, as amended, and the "Vulnerable Adult Reporting Act", Minn. Stat. § 626.557, as amended, and any rules promulgated by the Minnesota Department of Human Services, implementing such Acts.

11. **PSYCHOTHERAPISTS.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch. 604, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.

12. **EXCLUDED MEDICAL ASSISTANCE PROVIDERS.** By signing this contract, Provider certifies that it is not excluded. 42 U.S.C. § 1397 *et seq.* (subch. XX) of the Social Security Act.

13. **MDHS THIRD-PARTY BENEFICIARY.** The following applies to contracts related to adult mental health services; see Minn. Stat. § 245.466, subd. 2. Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party under this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from Contractor reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third

party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity. (Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2).

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

Attycv/Exh SA (Rev. 1-23)

Contractor Roles and Responsibilities

1. Contractor will carry out (implement) work, budget and deliverable as stated in below under project goals and strategies.
2. Any changes to planned strategies, deliverables, expectations and/or budget must be mutually agreed upon and provided to the County Liaison prior to implementation. Please allow a minimum of 14 business days for pre-approvals on final purchasing of supplies, or services.
3. The County recommends that the Contractor establish and/or participate in the District Wellness Committee and includes broad representation from multiple levels, buildings, and disciplines.
4. Contractor will have at least one representative (not including the consultant), attend SHIP Dakota County School Wellness meetings (3/14/25; 6/30/25; 9/30/25).
5. Contractor will provide to the County, the name, phone, and email of its Wellness Committee Chair, or 'designee' for District Wellness projects' overall coordination.
6. Project Champion(s) must meet deliverables set by public health liaison and keep in regular communication with public health liaison and School Wellness Consultant, if applicable, to qualify for project champion compensation.
7. The County recommends that Contractor complete or confirm Contractor has completed a school health assessment within the last three school years.
8. The County recommends that Contractor notify its stakeholders, such as: community, school board, and or city, about changes such as policies, procedures or system(s) changes that are implemented because of this Contract.
9. Contractor shall submit all SHIP-related communications to public health liaison for pre-approval. Please allow a minimum of 10 business days for approvals in advance of public release.
10. Contractor shall submit Exhibit 4, Invoice Form, quarterly or as mutually agreed upon with Public Health Liaison, and within two weeks of Contract end date; however, they may be submitted more frequently if desired.
11. Contractor shall complete, Exhibit 3 – Final Reporting - for each strategy, by 11/14/2025 or upon project completion.

County roles and responsibilities:

- Provide technical assistance and support through process.
- Organize and facilitate SHIP school wellness meetings (three per contract period).
- Research and provide school wellness tools and resources.
- Compile submitted SHIP Reporting from each district to provide to MDH and meet County requirements.

Notes:

The grant funds provided to Contractor under this agreement are also subject to the terms and conditions contained in both the Master Grant Contract and the Project Agreement between the Dakota County Community Health Board and the State of Minnesota. The County will provide copies of these contracts to Contractor upon request. Contractor agrees to comply with all such terms and conditions.

Project Goal/Scope of Work

Site: John F. Kennedy Elementary School

Purchase of curriculum and creation of a mobile sensory cart to provide teachers and service providers with needed equipment and educational materials to help students regulate their emotions and sensory needs, calm their bodies, and learn appropriate social emotional and self-regulation skills.

Interpreters

County will pay for the actual costs of providing interpreter services to non-English speaking participants who are an open Dakota County case. The Contractor must receive prior written authorization of interpreter services costs from County staff prior to using those services. Unless specifically prior authorized by the County, the Contractor must access interpreters from those agencies under contract with the County to provide interpreter services.

State Contract

The grant funds provided to Contractor under this agreement are subject to the terms and conditions contained in both the Master Grant Contract and the Project Agreement between the Dakota County Community Health Board and the State of Minnesota. Contractor agrees to comply with all terms and conditions contained in such contracts. County will provide copies of these contracts to Contractor upon request.

Project Budget

BUDGET ITEM SENSORY SUPPLIES & EQUIPMENT

BRIEF DESCRIPTION Sensory regulation materials

COST \$2,010.16

BUDGET ITEM GENERAL EQUIPMENT

BRIEF DESCRIPTION Mobile Storage Cart; mobile standing desk; visual timer, etc.

COST \$3,027.90

BUDGET ITEM CURRICULUM

BRIEF DESCRIPTION Quickshift Library; Navigating The Zones; Thinksheets for Teaching Social Thinking and Relationship Skills, etc.

COST \$830.94

BUDGET ITEM PROJECT CHAMPION STIPEND

COST \$250.00

TOTAL BUDGET \$6,119.00

Exhibit 3 – Reporting Form

Dakota County SHIP 2025 School Wellness Community Partner Award Reporting



Describe your accomplishments toward the objective(s) outlined in the approved SHIP 2025 application.

1. Which Statewide Health Improvement Partnership (SHIP) context strategy is this project related to?
 - MN EATS – Healthy Food Access
 - MN MOVES – Active Living
 - MN Well-Being – Mental Health Wellbeing and Resiliency
 - MN BEATHES - Commercial Free Tobacco-Living

2. Which Whole School, Whole Community, Whole Child is this strategy is this related to? *Check all that apply.*
 - Local School Wellness Policy Revision
 - Physical Education and Physical Activity
 - Nutrition Environment and Services
 - Health Education
 - Social Emotional Climate
 - Physical Environment
 - Health Services
 - Counseling, Psychological and Social Services
 - Employee Wellness
 - Community Involvement
 - Family Engagement

3. Please provide a short description of strategy activities:

4. Is the strategy complete?
 - Yes
 - No
 - In process, explain:

5. List and describe any barriers:

6. List and describe practices, systems or environmental change(s) that occurred (i.e. healthier snacks added to the menu, outdoor classrooms or chill spaces created, vaping policy updated, new system in place for outdoor recess)

7. Was this change added to the building or district wellness policy?
 - Yes*
 - No
 - In process to adding a policy at the district level

*If “Yes,” please attach policy

8. Provide estimated numbers of **staff** impacted by the proposed project (if less than whole district)

9. Provide estimated of number of **students** (including school sites) impacted by the proposed project.

10. Please share more specifically how this project may have impacted the school community from your perspective:
 - a. This project led to increased knowledge, skills or abilities among the students, staff, or community
 - Strongly disagree Disagree Neutral Agree Strongly agree

 - b. This project led to positive behavior change(s)
 - Strongly disagree Disagree Neutral Agree Strongly agree

 - c. This project resulted in benefits to the school community as a whole
 - Strongly disagree Disagree Neutral Agree Strongly agree

 - d. The project created new partnerships and connections
 - Strongly disagree Disagree Neutral Agree Strongly agree

 - e. Other:

11. If you have additional data not shared with your public health liaison, please share it here (i.e. survey data from a training provided, % enrollment in school lunch program at pre/post, # of students using the chill space/zone monthly, other measures related to changes made).

12. List any grants received during this reporting period (include date awarded, source and amount). Example:
 March 2025, MnDOT Safe Routes to School Boost Grant, \$14,000 grant
 Example: November 2025, WholeKids Foundation Garden Grant, \$3,000 for garden equipment, Farm to School Kitchen Equipment Grant, May 2025, \$10,000).

13. Share a success story (2-3 sentences) from your SHIP 2025 School Wellness Community Partner Award highlighting how the project supported creating sustainable change in your school, district, and/or community. Feel free to include quotes, number of people affected, photos or additional detail, if desired.

- 14. You may list/describe any additional school wellness successes or changes not captured in the action plan.

- 15. Do you have any photos (**with permission** to share) related to your project? If so, please send directly to your Public Health Community Liaison via email.

Dakota County SHIP Checklist

This checklist provides a list of items researched as being critical for sustaining Policy, System, and Environmental (PSE) changes. The checklist should be completed with staff and/or consultants who you worked with to implement the PSE change or SHIP (Statewide Health Improvement Partnership) initiative at your organization.

- 1. Does your organization have a written plan for sustaining this initiative? Check one option:
 - Yes, a written plan is in place (please include a copy)
 - Not yet, a written plan will be in place within the next _____ months
 - No, we do not plan to create a written plan
- 2. If known, please provide name(s) and title(s) of lead organization staff who plan to manage this initiative post-SHIP funding.

Name and Title: _____
 Name and Title: _____

Select one box per item	Yes	No	Notes
There is leadership support for the initiative post-SHIP funding.	<input type="checkbox"/>	<input type="checkbox"/>	
There are opportunities for staff to participate in sustaining this initiative (assist with implementation, offer feedback, receive/provide training).	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative aligns with our organization’s strategic plan.	<input type="checkbox"/>	<input type="checkbox"/>	
There are opportunities to partner with other agencies/vendors to support this initiative (share expertise, receive/provide training, collaborate).	<input type="checkbox"/>	<input type="checkbox"/>	
We have identified potential funding sources or are able to draw from internal resources (staff time, part of our operational budget) to support this initiative.	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative will meet the needs of our target audience.	<input type="checkbox"/>	<input type="checkbox"/>	
This initiative will be sustainable post SHIP funding.	<input type="checkbox"/>	<input type="checkbox"/>	
What other approaches, if any, are you considering sustaining with this initiative?			
What leadership support(s) are in place to sustain this initiative?			

Invoice Form

Invoice #:

Contract #: CLA20634

Project Name: SHIP 2025 School Wellness Community Partner Award

Invoice Date:

Remit to:

District:

Attn:

Address

Address

Bill to:

Dakota County Public Health Department

Public Health Liaison

Attn:

Email:

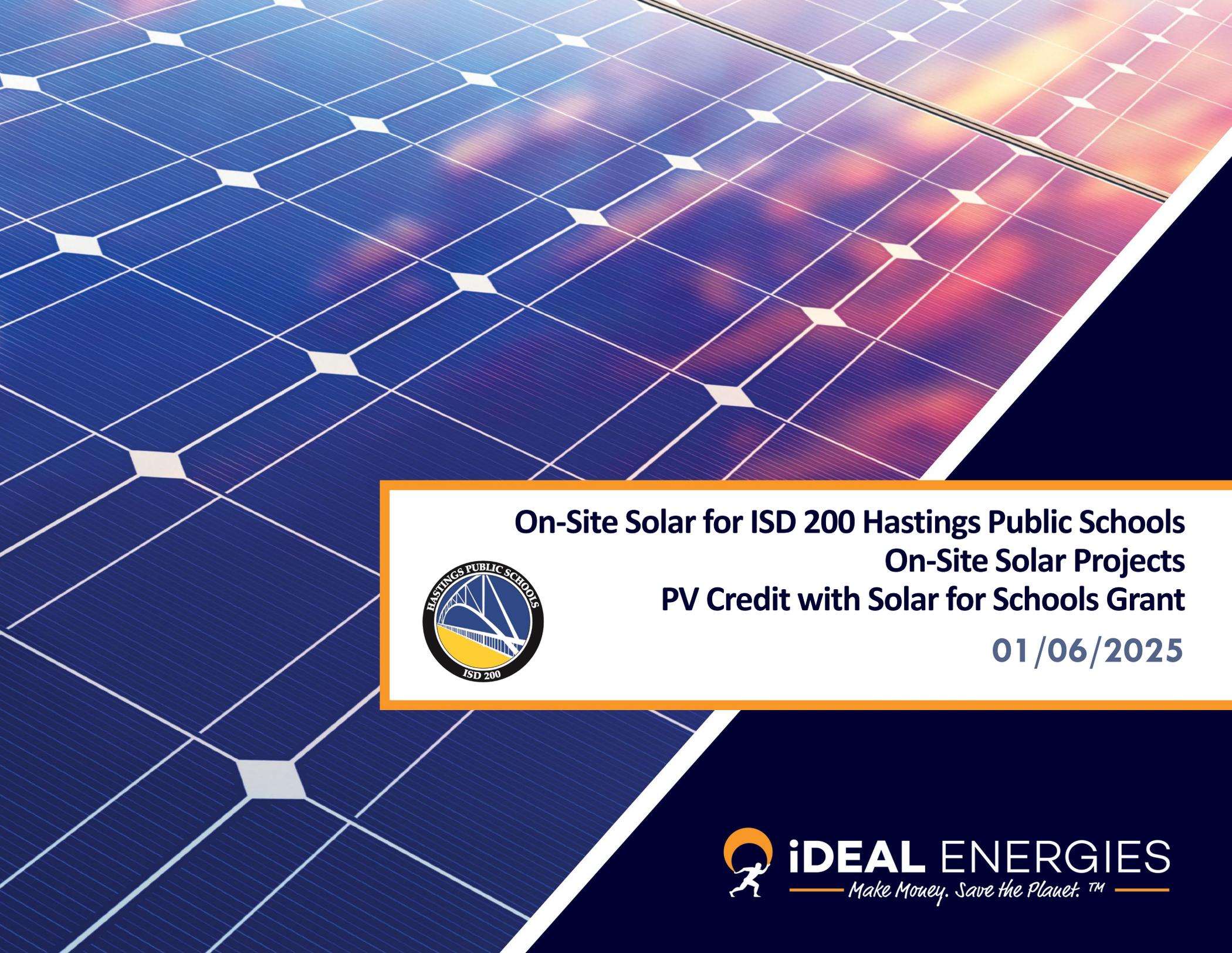
Phone:

Detailed description of materials/goods (along with scanned receipts, if over \$ _____)	Total Price
Subtotal	

Services (project champion, trainer fees, consultant time) Please list each individual separately	Total Amount
Subtotal	

Comments:	Balance Due:
------------------	---------------------

*Invoices and receipts should be scanned & emailed to the County Public Health Liaison.
 *Contractor shall submit this exhibit, "Invoice Form" quarterly or more frequently, if desired.



**On-Site Solar for ISD 200 Hastings Public Schools
On-Site Solar Projects
PV Credit with Solar for Schools Grant**

01/06/2025

About iDEAL Energies

iDEAL Energies is the premier Minneapolis-based commercial solar energy developer with 600+ commercial systems currently in operation and 100+ projects under construction.

iDEAL has(is) installed ~200 solar arrays at 60+ MN School Districts

Ideal has(is) installed ~80 Solar Projects using the Solar for Schools Program

Our seamless vertical integration allows us to develop, design, install, finance, and operate turn-key solar energy systems across multiple sectors including commercial for-profit businesses, non-profits, cities, counties, schools, and non-profits.

iDEAL's affiliated companies provide development, financing, project management, construction, operation and maintenance.



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"Engineering. Policy. Action. Business."

BROOKLYN CENTER COMMUNITY SCHOOLS
 145 CHAMBERLAIN LANE, S.W.

MANY RIVERS MONTESSORI
 EST. 2014

ML Fresh

NMA NEW MILLENNIUM ACADEMY
 STUDENTS • INSTRUCTORS • SUPPORT • SUCCESSORS

Columbia HEIGHTS PUBLIC SCHOOLS

ISD 279 OSSEO AREA SCHOOLS
 UNITING COMMUNITIES OF EXCELLENCE

SUMMIT

MP S MINNEAPOLIS PUBLIC SCHOOLS
 Urban Education. Global Citizens.

BLAKE

EP EDEN PRAIRIE SCHOOLS

AURORA CHARTER SCHOOL

URBAN VENTURES

CRISTO REY JESU Y HIGH SCHOOLS

PA

RICHFIELD PUBLIC SCHOOLS

one91
 Future Ready. Community Strong.
 Burnsville. Eagan. Savage.

BLOOMINGTON PUBLIC SCHOOLS
 We help students thrive and dreams come alive.

Tracy Area Public Schools

BYRON

LA CRESCENT-HOKAH PUBLIC SCHOOLS



Solar for Schools Round #5 Program Steps Completed

1. February 2024 – Readiness Application submitted by iDEAL
2. March 5th, 2024 – Readiness Application Approved by DOC
3. March to April, 2024 – iDEAL completed Electrical Engineering. Structural Engineering and Civil Engineering are in progress.
4. April 2024 – Interconnection approval obtained by iDEAL
5. June 2024 – Final Grant Application submitted by iDEAL
6. July 2024 – Final Grant Application Approved by DOC
7. July 2024 – Final Grant Contract signed with DOC

Solar for Schools Round #5 Program Next Steps

1. Sign DocuSign Grant Contract Amendment with DOC for both projects to formally reserve funds
2. Comply with Bid Rules / Select Developer
3. Execute Solar Agreements
4. Construct Solar Arrays in the Summer/Fall, 2025

**Hastings Kennedy
Elementary
Ground Mount Array**
324.57 kWDC



Annual Savings Summary – Kennedy Elementary Ground mount Array PV Credit with SFS Grant

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 53,892	\$ 100	\$ 53,992
Year 2	\$ 55,528	\$ 100	\$ 55,628
Year 3	\$ 57,212	\$ 100	\$ 57,312
Year 4	\$ 58,948	\$ 100	\$ 59,048
Year 5	\$ 60,737	\$ 100	\$ 60,837
Year 19	\$ 92,299	\$ 100	\$ 92,399
Year 20	\$ 95,100	\$ 100	\$ 95,200
Year 21	\$ 97,985	\$ -	\$ 97,985
Year 29	\$ 124,455	\$ -	\$ 124,455
Year 30	\$ 128,232	\$ -	\$ 128,232
Year 31	\$ 132,122	\$ -	\$ 132,122
Year 38	\$ 162,873	\$ -	\$ 162,873
Year 39	\$ 167,815	\$ -	\$ 167,815
Year 40	\$ 172,906	\$ -	\$ 172,906
TOTAL	\$ 4,095,254	\$ 2,000	\$ 4,097,254

Customer's Expenses		
Energy Payment to Ideal (subject to sales tax)	Insurance, Maintenance Expense & Utility Fees	Total Annual Expenses
\$ (16,106)	\$ (800)	\$ (16,906)
\$ (16,595)	\$ (816)	\$ (17,411)
\$ (17,099)	\$ (832)	\$ (17,931)
\$ (17,617)	\$ (849)	\$ (18,466)
\$ (18,152)	\$ (866)	\$ (19,018)
\$ (27,585)	\$ (1,143)	\$ (28,727)
\$ (28,422)	\$ (1,165)	\$ (29,587)
\$ -	\$ (6,362)	\$ (6,362)
\$ -	\$ (8,205)	\$ (8,205)
\$ -	\$ (8,471)	\$ (8,471)
\$ -	\$ (61,012)	\$ (61,012)
\$ -	\$ (10,949)	\$ (10,949)
\$ -	\$ (11,307)	\$ (11,307)
\$ -	\$ (11,678)	\$ (11,678)
\$ (434,296)	\$ (277,028)	\$ (711,324)

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 37,086	\$ 37,086
\$ 38,216	\$ 75,302
\$ 39,381	\$ 114,684
\$ 40,582	\$ 155,266
\$ 41,819	\$ 197,085
\$ 63,672	\$ 905,677
\$ 65,613	\$ 971,290
\$ 91,623	\$ 1,062,913
\$ 116,250	\$ 1,902,886
\$ 119,760	\$ 2,022,646
\$ 71,110	\$ 2,093,757
\$ 151,924	\$ 3,068,194
\$ 156,507	\$ 3,224,701
\$ 161,229	\$ 3,385,930
\$ 3,385,930	

Cumulative energy expense savings of...
 ~\$971,290 during years 1-20 [lease term]
 ~\$2,022,646 during years 1-30 [panel warranty]
 ~\$3,385,930 during years 1-40 [system life]

**Hastings High School
Rooftop Array
240.0 kWDC**



Annual Savings Summary – High School Rooftop Array PVCredit with SFS Grant

Year	Customer's Utility Savings and Rent Income		
	Utility Bill Savings	Rent Revenue	Total Annual Customer Revenue
Year 1	\$ 35,912	\$ 100	\$ 36,012
Year 2	\$ 37,002	\$ 100	\$ 37,102
Year 3	\$ 38,125	\$ 100	\$ 38,225
Year 4	\$ 39,282	\$ 100	\$ 39,382
Year 5	\$ 40,474	\$ 100	\$ 40,574

Year 19	\$ 61,506	\$ 100	\$ 61,606
Year 20	\$ 63,372	\$ 100	\$ 63,472
Year 21	\$ 65,295	\$ -	\$ 65,295

Year 29	\$ 82,933	\$ -	\$ 82,933
Year 30	\$ 85,449	\$ -	\$ 85,449
Year 31	\$ 88,042	\$ -	\$ 88,042

Year 38	\$ 108,533	\$ -	\$ 108,533
Year 39	\$ 111,826	\$ -	\$ 111,826
Year 40	\$ 115,219	\$ -	\$ 115,219
TOTAL	\$ 2,728,957	\$ 2,000	\$ 2,730,957

Customer's Expenses		
Energy Payment to Ideal (subject to sales tax)	Insurance, Maintenance Expense & Utility Fees	Total Annual Expenses
\$ (10,638)	\$ (600)	\$ (11,238)
\$ (10,961)	\$ (612)	\$ (11,573)
\$ (11,293)	\$ (624)	\$ (11,918)
\$ (11,636)	\$ (637)	\$ (12,273)
\$ (11,989)	\$ (649)	\$ (12,639)

\$ (18,219)	\$ (857)	\$ (19,076)
\$ (18,772)	\$ (874)	\$ (19,646)
\$ -	\$ (4,752)	\$ (4,752)

\$ -	\$ (6,128)	\$ (6,128)
\$ -	\$ (6,326)	\$ (6,326)
\$ -	\$ (6,532)	\$ (6,532)

\$ -	\$ (8,176)	\$ (8,176)
\$ -	\$ (8,443)	\$ (8,443)
\$ -	\$ (8,720)	\$ (8,720)
\$ (286,847)	\$ (192,076)	\$ (478,923)

Annual Savings	
Total Annual Energy Expense Savings	Total Cumulative Annual Energy Expense Savings
\$ 24,774	\$ 24,774
\$ 25,529	\$ 50,304
\$ 26,307	\$ 76,611
\$ 27,109	\$ 103,720
\$ 27,935	\$ 131,655

\$ 42,529	\$ 614,036
\$ 43,826	\$ 657,862
\$ 60,543	\$ 718,405

\$ 76,805	\$ 1,258,496
\$ 79,123	\$ 1,337,619
\$ 81,510	\$ 1,419,129

\$ 100,357	\$ 2,042,152
\$ 103,383	\$ 2,145,535
\$ 106,500	\$ 2,252,034
\$ 2,252,034	

Cumulative energy expense savings of...
 ~\$657,862 during years 1-20 [lease term]
 ~\$1,337,619 during years 1-30 [panel warranty]
 ~\$2,252,034 during years 1-40 [system life]

Combined Annual Savings Summary

Solar Array System Summary			
Site	Kennedy Elementary	Hastings High School	System Sizing - All Projects
Solar Program	SFS & PVCredit	SFS & PVCredit	Total kW DC / kW AC
kW DC	325	242	567

Net Annual Cashflow			Net Annual Cashflow	
Year	Kennedy Elementary	Hastings High School	Total	Cumulative
Year 1	\$37,086	\$24,774	\$61,860	\$61,860
Year 2	\$38,216	\$25,529	\$63,746	\$125,606
Year 3	\$39,381	\$26,307	\$65,689	\$191,295
Year 4	\$40,582	\$27,109	\$67,691	\$258,986
Year 5	\$41,819	\$27,935	\$69,754	\$328,740

Year 19	\$63,672	\$42,529	\$106,201	\$1,519,714
Year 20	\$65,613	\$43,826	\$109,438	\$1,629,152
Year 21	\$91,623	\$60,543	\$152,166	\$1,781,318

Year 29	\$116,250	\$76,805	\$193,055	\$3,161,382
Year 30	\$119,760	\$79,123	\$198,883	\$3,360,265
Year 31	\$71,110	\$81,510	\$152,621	\$3,512,886

Year 38	\$151,924	\$100,357	\$252,281	\$5,110,346
Year 39	\$156,507	\$103,383	\$259,890	\$5,370,236
Year 40	\$161,229	\$106,500	\$267,729	\$5,637,964
Total	\$3,385,930	\$2,252,034	\$5,637,964	

Ideal's Solar Curriculum for Students

iDEAL provides all its school customers a science-based Solar Energy Education Curriculum that engages students in the real work of STEM professionals to help develop their understanding of solar energy, STEM careers, teamwork, design, and real-world issues for years.

iDEAL's Education Curriculum is aligned with future Minnesota State Standards, Next Generation Science Standards, and 21st Century Learning Frameworks.

GOOD NEWS!

iDEAL's education team is ready to assist your District with implementing the Curriculum!

Current Power 85.79 kW	Energy today 976.98 kWh	Energy this month 37.86 MWh	Lifetime energy 155.67 MWh
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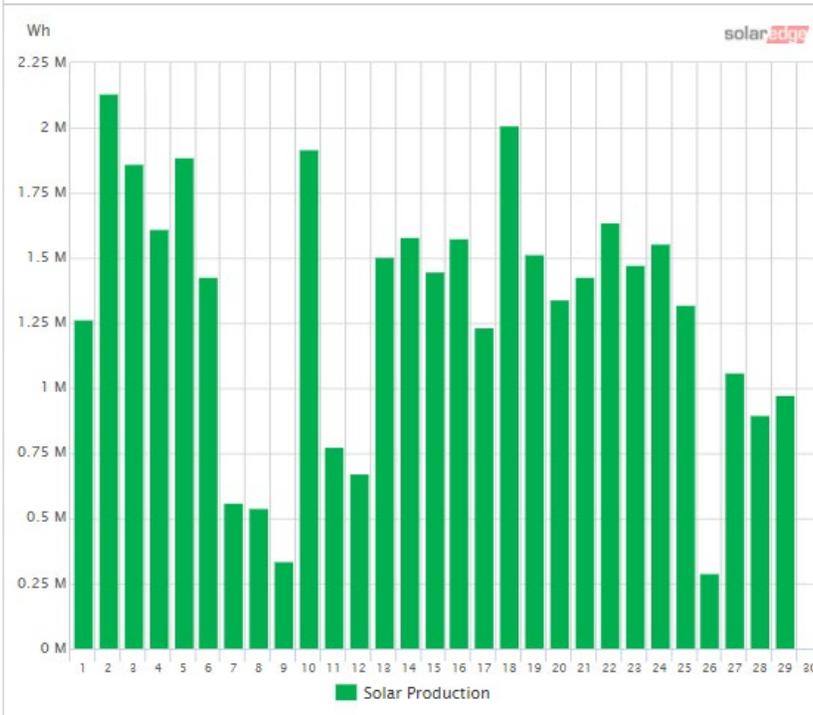


Power and Energy

Day Week **Month** Billing Cycle Year

09/01/2020 - 09/30/2020

System Production: **37.86 MWh**



Site Status	
ID	1576743
Name	
Address	
Installed	04/13/2020
Last Updated	09/29/2020 15:54
Peak Power	300 kWp

Cloudy
60 °F
Feels like 60 °F
Wind SSE, 7 MPH
Humidity 60 %
Sunrise at 07:10
Sunset at 18:57

Tuesday	Wednesday	Thursday
61 - 48 °F Mostly Cloudy	57 - 45 °F 30% Chance of Rain	48 - 36 °F Mostly Cloudy

Environmental Benefits

CO2 Emission Saved
241,041.77 lb

Equivalent Trees Planted
1,821.29

Monitor your solar array's performance and demonstrate your District's sustainability goals with web-based monitoring tools.

Utilize each school's real time web-based monitoring in the classroom as part of its solar curriculum.

GOOD NEWS!

Our monitoring solution already meets the requirements of the Solar for Schools program.

Ideal's Solar Program

1. District owns the arrays day 1 and at all times
2. No upfront cost
3. Ideal monetizes the Tax Credit for the District and applies it to help pay for the installation cost
4. The District's only financial obligation is to pay Ideal Energies for a 20-year term during which the School will realize significant electric expense savings
5. Free energy after year 20
6. iDEAL Energies monitors, operates and maintains the solar arrays for the District during 20-year term

SFS Round 5 Bidding Options

Originally Proposed by iDEAL – Guaranteed Energy Savings Contract

- Negotiate Solar Agreements (Guaranteed Energy Savings Contract)
- Provide published legal notice of the District's intent to enter into a Guaranteed Energy Savings Contract with iDEAL ^{NOTE}
- Execute Solar Agreements

NOTE

SFS Round 5 Rules allow Applicants to use guaranteed energy savings contracts as specified in MS 471.345, subd 13. This requires that a single publication of the District's intent to enter into a guaranteed energy savings contract with iDEAL.

iDEAL has used the above approach for multiple SFS Projects. In doing so, we have successfully negotiated agreements with all of our clients' council.

SFS Round 5 Bidding Options Continued

Public RFP Option:

- Prepare RFP Document for RFP Public solicitation
- Provide 2-week published legal notice of RFP
- Evaluate Proposals and choose your solar developer
- Finalize Solar Agreements

**GET IN
TOUCH!**



iDEAL ENERGIES

8318 Pillsbury Ave, Bloomington, MN

P 612.928.5008

iDEALenergies.COM



Supplemental information documenting assumptions in this presentation are available upon request

Make Money. Save the Planet.™

Solar Recommendation 2025

It is recommended that the Hastings School District move forward with the solar work as presented with the one exception of ensuring that the ground location at Kennedy is the optimal location.

It is further recommended that the district move forward with the allowable rules in Solar For Schools Round 5, which are specified in MS 471.345, subd. 13.



Board Member Handbook Updates 01.13.2025 Summary

Summary of Recommendations

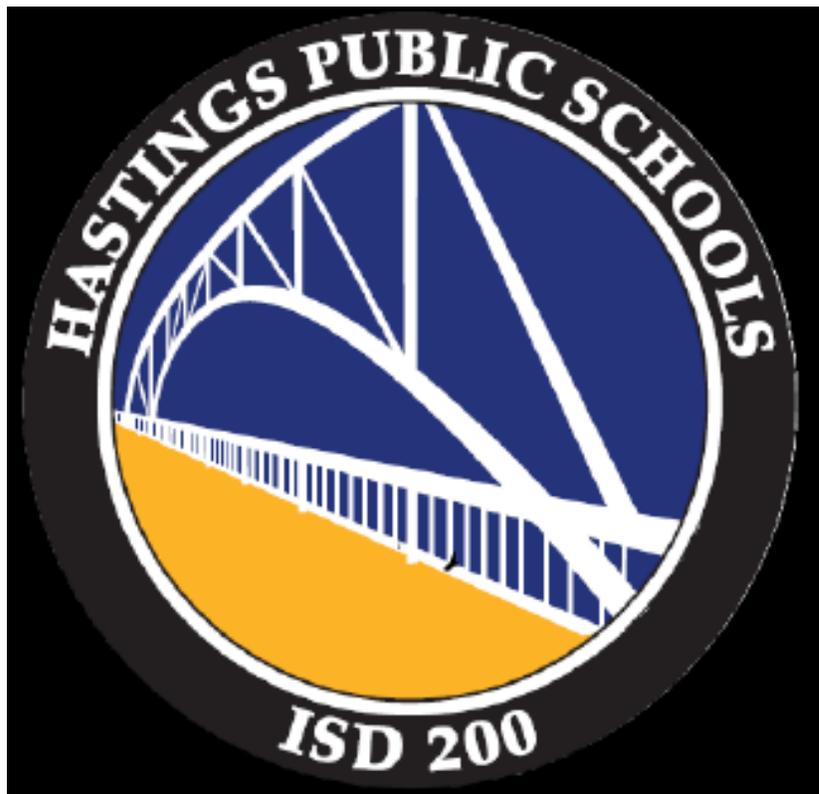
Page 12: Add Board Member Expense Reimbursement Language *“Expense reimbursement requests must be approved by the school board chair prior to incurring the expense. Board members may request reimbursement in accordance with Policy 412.1 PR . Note: The maximum meal reimbursement will be in accordance with local per diem and mileage reimbursement is based on the Internal Revenue Service (IRS) standard mileage rate.”*

- **Page 14 :** Add: *“administrator authorized to perform the routine functions of the clerk”* (ensures meeting notices are properly posted)
- **Page 15:** Add *“The board will recite the Pledge of Allegiance after “call to order” at every regular board meeting and work session.”*
- **Page 17:** Update to align with 206 & 206.2PR
- **Page 18:** Add entire page *“Visiting School Buildings and Classrooms”* Includes suggestions/feedback from district administration.
- **Page 19:** Add *“Contacting Legal Counsel- The board member authorized to contact legal counsel is the board chair.”* This is what the board has done in the past and it is the recommendation of MSBA
- **Page 26:** Replace annual goals with Executive Search Procedures/ move elevations statement to Pg.27.
- **Page 28:** Add the entire page *“Subsequent Contract Negotiations”* This procedure was created using MN Statute, current contract language, and the procedure that was used to negotiate the current contract.
- **Page 29:** Add language for combined committees, student school board committee mission, and in-district liaisons descriptions.
- **Page 31:** Align three year policy review cycle language with policy 208. Removed sentence referring to 2018-2021.
- **Page 33::** Add *“Sunsetting a policy”* This is the current procedure used by the board and it is included in 208.2PR

Additional Revisions & Updates: Upon approval the Strategic plan will be added. Pg.10.

BOARD MEMBER HANDBOOK

A Guide for
Hastings Public Schools
Board of Education Members



1000 West 11th Street
Hastings, MN, 55033

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

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HASTINGS PUBLIC SCHOOLS LEADERSHIP DIRECTORY

2025-2026

BOARD MEMBERS

Director Philip Biermaier

PHONE NUMBER

651-295-3064

EMAIL ADDRESS

pbiermaier@isd200.org

Director Matt Bruns

651-226-5697

mbruns@isd200.org

Director Jessica Dressely

651-366-7130

jdressely@isd200.org

Director Melissa Millner

651-353-4325

mmillner@isd200.org

Director Carrie Tate

612-354-0732

ctate@isd200.org

Director Jenny Wiederholt-Pine

651-503-3161

jwiederholtpine@isd200.org

Director Mark Zuzek

651-335-0786

markzuzek@isd200.org

Student Representative Jenevieve Behnke

(Term Ends May 2025)

Student Representative Briseis Rusnacko

(Term Ends May 2025)

Student Representative Victoria Steinke

(Term Ends May 2025)

Student Representative Aidan Suarez Garcia

(Term Ends May 2025)

EXECUTIVE STAFF

Superintendent of Schools Tammy Champa 651-480-7001

tchampa@isd200.org

Administrative Assistant LynDee Humble 651-480-7013

lhumble@isd200.org

LEADERSHIP CABINET

Director of Building/Grounds & Safety Scott Stockdale

sstockdale@isd200.org

Director of Community Education/Communications Kari Gorr

kgorr@isd200.org

Director of Finance & Operations Jen Seubert

jseubert@isd200.org

Director of Human Resource Cathy Moen

cmoen@isd200.org

Director of Student Support I Services Jill Petersen

jpetersen@isd200.org

Director of Teaching & Learning Andrew Hodges

ahodges@isd200.org

Director of Technology Missy Williams

mwilliams@isd200.org

High School Principal Scott Doran

sdoran@isd200.org

Kennedy Principal Kyle Latch

klatch@isd200.org

Pinecrest Principal Paul Bakker

pbakker@isd200.org

McAuliffe Principal Matt Esterby

mesterby@isd200.org

Middle School Principal Ryan Wynn

rwynn@isd200.org

DISTRICT BUILDINGS



District Office

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



Hastings High School
Grades 9 -12 and
Area Learning Center

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



Hastings Middle School
Grades 5 - 8

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



Kennedy Elementary
Grades K - 4

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



McAuliffe Elementary
Grades K - 4

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



Pinecrest Elementary
Grades K -4

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



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

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

THE STORY OF HASTINGS PUBLIC SCHOOLS

OUR HISTORY

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



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

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

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

HASTINGS PUBLIC SCHOOLS TODAY

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



INTRODUCTION: ONBOARDING

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

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

SCHOOL BOARD NORMS

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

NAVIGATING THE HANDBOOK

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

HANDBOOK MAINTENANCE & REVIEW PROCEDURE

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

SCHOOL BOARD MEMBERS

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

AS A MEMBER OF THE SCHOOL BOARD, I WILL:

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

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

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

LEGAL OBLIGATIONS OF A SCHOOL BOARD MEMBER

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

RESPONSIBILITY TO THE COMMUNITY THAT WE SERVE

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

DUTIES OF THE SCHOOL BOARD

ISD 200 Policy 201

THE SCHOOL BOARD SHALL PERFORM THE FOLLOWING:

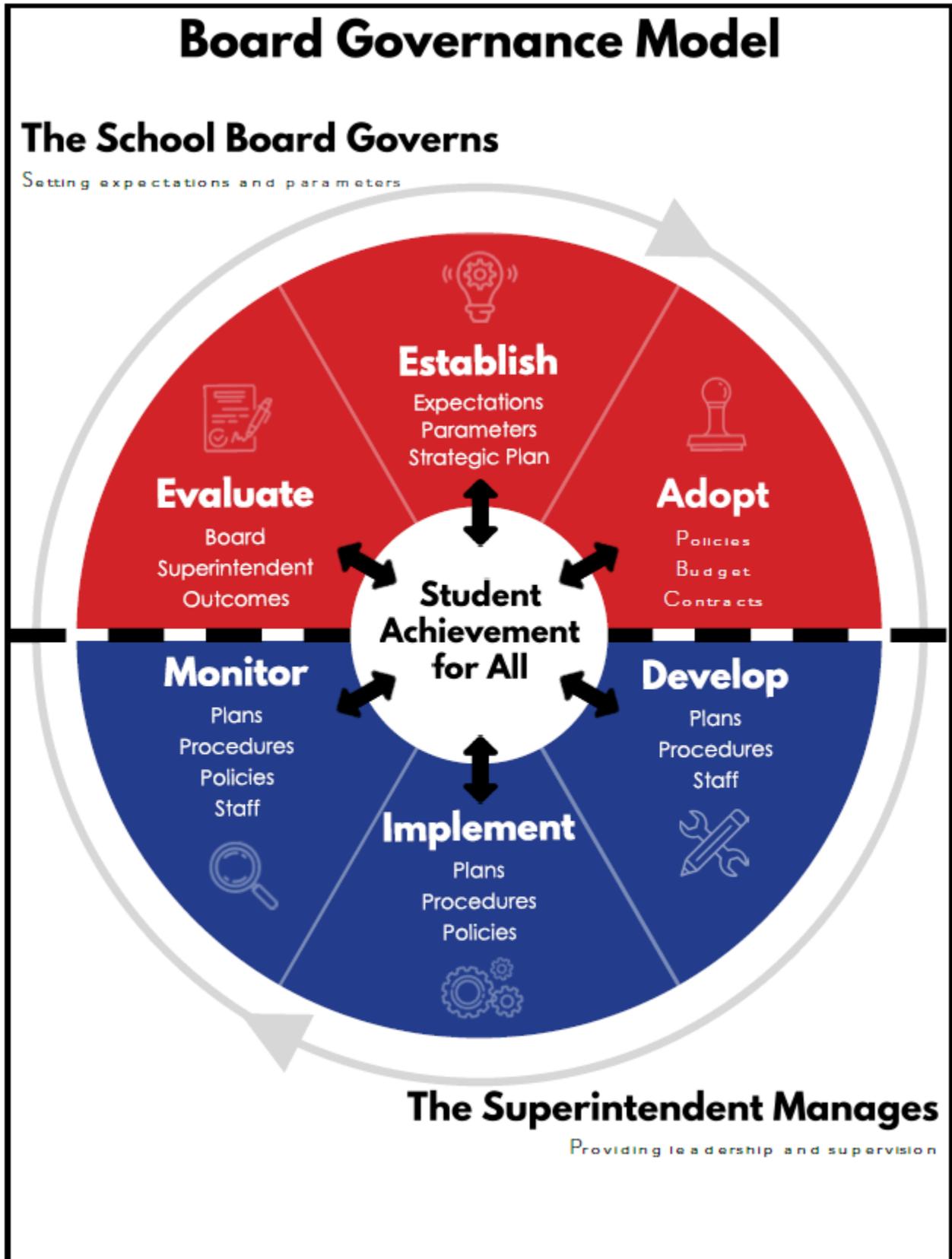
- provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
- conduct the business of the schools and pay indebtedness and proper expenses;
- employ/contract with necessary qualified teachers and discharge the same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

THE SCHOOL BOARD MAY PERFORM THE FOLLOWING:

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

BOARD GOVERNANCE MODEL

MSBA Board Development





**INDEPENDENT
SCHOOL
DISTRICT 200**

STRATEGIC PLAN

ONE MISSION. SEVEN CORE VALUES. ALL LEARNERS.



MISSION

Our Core Purpose

We Care
We Empower
We Achieve

Students are the heart of all we do

OUR CORE VALUES

Drivers of Our Words and Actions

1

Student-Centered - Students at the heart of our words, actions, and decisions

2

Compassion and Respect - How we treat each other daily

3

Agility - Building capacity and skill to proactively respond to the signs of the times, the conditions, and the needs of oneself and others

4

Innovation - Constantly striving to improve and to creatively address challenges and opportunities

5

Voice and Choice - Expressing one's experiences and pursue one's passions

6

Partnership - Seeking to connect, to engage, to leverage the assets and interests of others to improve our students, schools, and communities

7

Empathy - Aspiring to understand and share the feelings of another

VISION

What We Intend to Create

Hastings Public Schools is The Choice of Families for:

A Caring and Inclusive Culture for All

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

That Empowers Students, Families, and Staff

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

Focused on Achievement and Engagement in All We Do

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

STRATEGIC ANCHORS

Drivers of Our Continuous Improvement

A. Engaged Learners

B. Effective Operations

C. Communication and Collaboration

THE ELECTION IS OVER; WHAT'S NEXT?

CERTIFICATION OF FILING

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

CANVASS

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

CERTIFYING RESULTS

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

CAMPAIGN FINANCE REPORTING

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

CERTIFICATE OF ELECTION

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

DISTRICT HUMAN RESOURCES & Human Resources will contact you

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

ADMINISTRATIVE ASSISTANT Administrative Assistant will contact you

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

OATH OF OFFICE

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

TERM OF OFFICE

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

WHAT'S NEXT CONTINUED . . .

APPOINTMENTS TO FILL VACANCIES

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

RESOURCES TO PREPARE

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

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

MINNESOTA SCHOOL BOARD ASSOCIATION

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

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

BOARD MEMBER COMPENSATION

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

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

BOARD MEMBER EXPENSE REIMBURSEMENT

Expense reimbursement requests must be approved by the board chair prior to incurring the expense. (The board chair expense reimbursement requests must be approved by the vice chair.) Board members may request reimbursement in accordance with Policy 412.1 PR. Note: The maximum meal reimbursement will be in accordance with local per diem and mileage reimbursement is based on the Internal Revenue Service (IRS) standard mileage rate.

AGENDAS AND MINUTES

AGENDA PREPARATION

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

POSTED AGENDAS FOR REGULAR MEETINGS

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

POSTED AGENDAS FOR WORK SESSIONS

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

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

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

MEETING MINUTES

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

MEETING OPERATION NORMS

OPEN MEETING LAW

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

LOCATION OF MEETINGS

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

QUORUM

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

PRESIDING OFFICER

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

PARLIAMENTARY AUTHORITY DURING MEETINGS

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

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

MEETINGS OF THE BOARD

ATTENDANCE TO MEETINGS

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

VOTING

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

ORGANIZATIONAL MEETING

The first meeting in January will be devoted to business required for the proper organization of the board.

The board will take their annual group photo. The agenda may include;

- Administering the *Oath of Office* for new board members, new members seated;
- Electing officers to serve as chair, vice-chair, clerk, and treasurer (see election procedure on pg.22);
- Setting board member compensation and meeting dates & times for the calendar year;
- Establishing standing committees & committee members;
- Designating District Depositories; and
- Selecting the official newspaper & the district’s legal counsel.

REGULAR BOARD MEETINGS

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

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

Administrative

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

WORK SESSIONS

Work sessions are for board members to receive detailed reports, for district staff & board committees to introduce recommendations, and also provides time for the board to discuss topics prior to board action.

Board members should utilize this time to ask clarifying questions, and request additional information.

Work sessions are not recorded or live streamed. **NORM:** Addressing others during work sessions - it is appropriate to use first names.

THE PLEDGE OF ALLEGIANCE

The board will recite the Pledge of Allegiance after “call to order” at every regular board meetings and work sessions.

MEETINGS OF THE BOARD CONTINUED . . .

SPECIAL MEETING

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

EMERGENCY MEETING

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

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

All documents provided and notes taken will be collected at the end of the meeting.

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

BOARD RETREAT

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

MEETINGS CANCELLED DUE TO WEATHER

If a meeting is canceled due to inclement weather or other unforeseen circumstances, it will be rescheduled to the next business day, same location and time.

PUBLIC COMMENTS TO THE BOARD

This portion of the meeting is designated for citizens to address the board on topics related to the school district. Board members will not engage in discussion during this time. If a citizen's comments include inaccurate or incorrect information, the chair may provide accurate information following the conclusion of the public comment period. For additional details regarding the public comment process, please refer to Policy 206 and 206.1FRM. Before opening the public comment session and recognizing the first speaker, the chair will issue a verbal reminder outlining the expectations for public participation.

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

206.2PR - PUBLIC COMMENTS PROCEDURE

Procedures outlined include the time, place and manner for public comment:

- Meeting start time and day of the week
Practice: During each regular board meeting.
- Start time of the public comment session:
Practice: Following the Raider Spotlight.
- The location of the public comment session:
Practice: Hastings Middle School Media Center
- Are public comment sessions recorded/live streamed:
Practice: Recorded and live streamed by HCTV

VISITING SCHOOL BUILDINGS AND CLASSROOMS

The purpose of this **NORM** is to outline procedures for school board members to visit district schools, and classrooms in a manner that supports transparency, fosters positive relationships, and ensures minimal disruption to the educational process. Board members are always welcome and encouraged to attend after school activities, concerts, and sporting events that are open to the public.

SCHEDULING VISITS

Board members must email the building principal (copy the superintendent) to request and schedule a building or classroom visit, and when possible give notice at least one (1) business day in advance of their intended building visit and five (5) business days in advance of their intended classroom visit.

PURPOSE OF VISITS

Elementary classroom observation will not exceed 20 minutes. Secondary classroom observation will not exceed one class period.

- Board members will clarify the purpose of their visit when making arrangements and will identify subjects, programs, activities, and clubs rather than specific room numbers or teachers (e.g..“I would like to observe a fourth grade class”, or “I would like to observe an English 10 classroom”, or “I would like to observe a CIS class” or “I would like to observe the elective class that has highest number or lowest number of students enrolled”)
- Visits are intended for observation and will not be used to evaluate staff or intervene.

PROTOCOL DURING VISITS

To ensure the safety of all in the school and to avoid disruption to the learning environment, visitors must:

- Arrive on time;
- Report directly to the welcome desk or the main office upon entering the building;
- Sign in and provide a valid driver’s license;
- Wear district issued identification badge at all times while on school grounds; and
- Respect classroom routines, and instructional time, and should not interrupt or disrupt the learning environment.

Principal or designee may or may not accompany the board member during the visit.

COMMUNICATION

Please share the positives that you observe with respective personnel. Any concerns from the visit should be communicated to the superintendent or board chair, rather than directly to staff or students.. Board members must refrain from discussing confidential student or personnel matters observed during visits.

STUDENT AND STAFF PRIVACY

Board members must adhere to all district policies regarding student and staff privacy, including compliance with the Family Educational Rights and Privacy Act (FERPA). Photos, videos, or recordings are prohibited without prior approval from the superintendent and the express consent of those being recorded.

FOLLOW-UP

Following a visit, board members may be invited to share general observations or insights at a board meeting, provided the discussion respects confidentiality and focuses on policy-level considerations or specific board work.

COMMUNICATION PROTOCOLS

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

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

The school board chair will maintain a Topic Action Registrar. This registrar is accessible to the full board and is intended to be a one way communication to board members for situational awareness. To ensure Open Meeting Law compliance, the topics on this registrar should not be discussed between a quorum of board members. If a topic needs to be discussed by the full board, it should be added as an agenda item in an open meeting by following the Agenda Preparation procedure outlined on page 13 of the Handbook.

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

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

The Topic Action Registrar will not include:

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

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

No Open Meeting Law Violation occurs when mail (electronic or printed) is used to distribute materials to board members. A problem or violation may arise when the board members respond to the information and begin a discussion of the materials. Additional information about Open Meeting Law is found here: [Minnesota Open Meeting Law - Minnesota Counties Intergovernmental Trust \(mcit.org\)](http://mcit.org)

CONTACTING LEGAL COUNSEL

The board member authorized to contact legal counsel is the board chair.

COMMUNICATIONS CONTINUED . . .

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

COMMUNICATIONS CONTINUED . . .

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

ELECTION OF OFFICERS

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

ELECTION OF OFFICERS PROCEDURE

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

SCRIPT FOR NOMINATION PROCEDURE

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

SCRIPT FOR VOTING PROCEDURE

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

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

ROLES OF OFFICERS

ROLES OF BOARD OFFICERS

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

Chair

- Presides at all school board meetings, countersigns all orders upon the treasurer for claims allowed by the board, represents the school district in all actions, and performs all duties a chair usually performs. See pages 23 & 24 for board chair norms.

Vice-Chair

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

Clerk

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

Treasurer

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

Student School Board Representatives

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

BOARD CHAIR NORMS

ANNUALLY

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

 School Board Governance Work Plan November 2024	
Strategic Anchors	Priorities for 2024-2025 School Year
Engaged and Successful Learners	<ul style="list-style-type: none"> • Monitor Vision Card Results • Discipline & Building Reports • Monitor and Adjust Comprehensive Achievement and Civic Readiness Goals • Monitor Pathways Progress • Curriculum Review and Approval
Effective Operations	<ul style="list-style-type: none"> • Budget Approval and Monitoring • Review 1/3 of District Policies + Annual Policies According to Review Cycle • Monitor Pathways Progress • District Sizing to Enrollment and Trends • District Long Range Model/Goals • Bond Expenditures Completed • Provide Competitive Salaries and Benefits are in Place to Retain and Attract High Quality Staff • Maintain Necessary Board Committees (Policy, Finance, Facilities, Community Collaboration, Student School Board, Ad Hoc) • Maintain Necessary Liaison Positions (ISD 917, NAPAC, MSHSL) • Board Development Retreats and Evaluations • Develop and Monitor Superintendent Goals and Perform Evaluations (Mid-Year and Annual) • Continued Education for Board Members • Add Student Board Representatives • Provide Mentorship to New Board Members and Student Board Representatives • Review/Revise Board 3-Year Work Plan • Review/Revise Board Handbook
Communication and Collaboration	<ul style="list-style-type: none"> • Legislative Action through MSBA Resolutions/Delegate Assembly • Regular Communications • Community Collaboration Committee • Review School Perceptions Survey Results • Review New Curriculum • Update Strategic Plan

BOARD CHAIR NORMS CONTINUED . . .

WEEKLY

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

AT REGULAR MEETINGS

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

AS NEEDED

Prepare responses to community/board member/media questions

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

SUPERINTENDENT

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

EXECUTIVE SEARCH SERVICES

The school board will utilize MSBA Executive Search Service or another company that provides executive search services to guide the school board through the process of hiring a superintendent. The school board must select a company that is a member of the "National Affiliation of Superintendent Searches (NASS).

SCHEDULING A SPECIAL MEETING

The school board shall schedule a special meeting after the board has identified finalists for round-two interviews, for the purpose of contract negotiation strategies, contract parameters, and appointing one school board member to enter into negotiations once the board has identified the final candidate for the superintendent position. A timeline will be established for the negotiation process.

SUPERINTENDENT CONTRACT NEGOTIATIONS

In order to begin the negotiation process the final candidate must accept the position, and pass an in-depth background check. Note: MSBA can provide this service for an additional fee. The appointed board member will work collaboratively with the director of human resources and will have the latitude to operate within the following parameters:

- The superintendent contract will use the MSBA model contract as the base to build from;
- The draft superintendent contract will align with the district's existing contract format; and
- The initial pay scale placement will be determined using the average identified in our comparable districts, or as determined by the school board.

The mutually agreed upon superintendent contract will be provided to all school board members at least 5 days prior to the board voting on said contract in a special meeting.

SCHEDULE A SPECIAL MEETING

The school board shall schedule a special meeting for the purpose of voting on the mutually agreed upon superintendent contract.

SUPERINTENDENT EVALUATION NORM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUBSEQUENT CONTRACT NEGOTIATIONS

In accordance with Minnesota Statute section 123B.143 subdivision 1, the school board may enter into negotiations regarding a possible subsequent contract with the superintendent during the 365 days prior to the expiration of the current contract. **NORM:** During the closed session to discuss the superintendent's second summative evaluation (second year of the current contract), the board will determine if subsequent contract negotiations will begin in July. During the next regular board meeting, the board will appoint one board member to enter into subsequent contract negotiations.

The appointed board member will work collaboratively with the director of human resources and the superintendent. They will have the latitude to operate within the following parameters:

- The current contract will be used as a base to build the subsequent contract;
- The subsequent contract will align with the district's existing contract;
- Year three salary of the current contract will be used as a starting point for pay scale placement. Pay scale placement will also be competitive in comparison to the averages identified in our comparable districts; and
- The subsequent contract shall be contingent upon the superintendent completing the terms of the current contract.

The mutually agreed upon proposed subsequent superintendent contract will be provided to all school board members in BoardBook at least five (5) days prior to the board voting on said contract in a special meeting.

NOTIFICATION REQUIREMENTS

The notification requirements set forth in this section do not prohibit the school board from entering into negotiations regarding a possible subsequent contract with the superintendent during the 365 days prior to the expiration of the current contract.

NOTICE BY THE SUPERINTENDENT

If the superintendent does not intend to negotiate a subsequent contract, the superintendent must notify the school board in writing by December 1, during the third year of the current contract.

NOTICE BY THE SCHOOL BOARD

If the school board does not intend to offer the superintendent a subsequent contract, it shall notify the superintendent in writing no later than December 1, during the third year of the current contract.

MODIFICATION OF TIMELINE

The timeline provided above may be modified by written agreement between the superintendent and the school board.

SPECIAL MEETINGS

The school board's chair will coordinate the scheduling of required special meetings to determine if a subsequent contract will be offered.

SCHOOL BOARD COMMITTEES

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

ESTABLISHING SCHOOL BOARD COMMITTEES

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

COMMITTEE MEMBERSHIP

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

COMMITTEE MEETINGS

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

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

FACILITIES, FINANCE, & JOINT POWERS COMMITTEE The mission: TBD

POLICY COMMITTEE- See page 32

STUDENT SCHOOL BOARD REPRESENTATIVE COMMITTEE: The Student School Board Committee will focus on identifying, interviewing, and recommending student representatives to serve on the school board. Established board members will serve as mentors to student representatives.

IN DISTRICT LIAISONS

One member of the school board is appointed to serve as liaison to the committees outlined below. Members are appointed for a number of reasons including to fulfill statutory requirements, at the request of the committee, and at the discretion of the board or superintendent. These are not board committees.

RELICENSURE COMMITTEE LIAISON Attends monthly relicensure committee meetings at the High School.

NATIVE AMERICAN PARENT ADVISORY COMMITTEE (NAPAC) LIAISON Attends monthly NAPAC meetings.

MEMBERSHIPS AND LIAISONS

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

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD)

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

INTERMEDIATE SCHOOL DISTRICT #917

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

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

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

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

BRIGHTWORKS (formally MetroECSU)

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

MINNESOTA SCHOOL BOARDS ASSOCIATION (MSBA)

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

POLICY NORMS

MSBA POLICY REFERENCE MANUAL

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

POLICY COMMITTEE

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

THREE YEAR POLICY REVIEW CYCLE

The three- year policy review cycle ensures that each policy undergoes a full review once every three years. The review cycle began in January 2023 and goes in order of series with the committee reviewing 12-15 policies each quarter.

MANDATORY POLICIES

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

POLICY DEVELOPMENT

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

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

ANNUAL REVIEW POLICIES

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

POLICY NORMS CONTINUED . . .

POLICY REVIEW

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

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

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

POLICY READINGS

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

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

POLICY NORMS CONTINUED . . .

POLICY ADOPTION

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

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

USE OF THE CONSENT AGENDA FOR POLICY ADOPTION

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

POLICY MANUAL

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

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

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

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

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

SUNSETTING A POLICY

In order to sunset a policy, the policy committee must introduce the recommendation to remove the policy from the policy manual during a regular board meeting. At the next regular board meeting the policy will be included in the consent agenda for removal approval.

200 SERIES – SCHOOL BOARD POLICIES

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

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

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

[SCHOOL BOARD MEMBER HANDBOOK REVIEW NORM](#)

EDUCATIONAL DEFINITIONS & ACRONYMS

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

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

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

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

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

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

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

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

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

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

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

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

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

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

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

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

MINNESOTA STATUTES CITED

MN Statute Section 211A.02

MN Statute Section 123B.09 subd.2

MN Statute Section 123B.09 subd.5b

MN Statute 129B.09 Subd. 7

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

MN Statute Section 13.09

Date of Full Review: ***01.26.2024***
Adopted: ***01.22.2025***
Revision Date: ***01.13.2025***



Dr. Tamara Champa
 SUPERINTENDENT

2025 Hastings School Board & Committee Future Meetings

This document is a list of all the dates for work sessions, board meetings, special meetings, and committee meetings.

Committee descriptions and members are listed below the list of meetings.

Any questions or concerns regarding meetings can be directed to LynDee Humble at 651-480-7013 or via email at lhumble@isd200.org.

Color Key	Regular Board Work Session	Regular Board Meeting (Including Closed & Special)	Policy Committee	Facilities, Finance & Joint Powers Committee	Community Collaboration Committee	Student School Board Committee
Future Meeting Dates						
Date	Time	Description	Board or Committee	Location		
01.13.2025	2:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A		
01.22.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center		
01.24.2025	7:30 am	Joint Powers Meeting	Facilities, Finance & Joint Powers Committee	Tilden, Room 108		
01.31.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A		
02.04.2025	5:00 pm	Student School Board Representatives	Student School Board Committee	District Office Conference Room A		
02.07.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A		
02.12.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center		
02.19.2025	6:00 pm	Community Collaboration Event	Community Collaboration Committee	Hastings High School, Lecture Hall		
02.21.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A		

02.26.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
03.07.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
03.12.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
03.26.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
04.04.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
04.09.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
04.17.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
04.23.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
05.02.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
05.07.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
05.16.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
05.21.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
06.05.2025	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
06.11.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
06.25.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
07.09.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
07.23.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
08.13.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
08.27.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
09.10.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
09.24.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
10.08.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center

10.22.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
11.05.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
11.19.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
12.03.2025	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
12.17.2025	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center

Community Collaboration Committee (3)

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

Committee Members: Jenny Wiederholt-Pine (Chair) :: Matt Bruns :: Phil Biermaier :: Tammy Champa

Facilities, Finance & Joint Powers Committee (3) {combined into one committee at January 2025 Org Meeting - working on updated purpose statement}

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

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

Committee Members: Melissa Millner (Chair) :: Mark Zuzek :: Melissa Millner :: Jen Seubert :: Tammy Champa

Policy Committee (3)

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

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

Student School Board Committee (3)

Purpose Statement: *The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to*

the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending student representatives to serve on the school board.

Committee Members: Matt Bruns (Chair) :: Jessica Dressely :: Melissa Millner :: Tammy Champa

**917 REP (1) - 3 Year Term 2024-2027
Commitment: Typical 1 meeting per month**

Mark Zuzek

RELICENSURE COMMITTEE REP

**Philip Biermaier
Backup - Mark Zuzek**

MSHSL REP (1)

Jenny Wiederholt-Pine

AMSD Liaison (1)

**Matt Bruns
Backup - Mark Zuzek**

BRIGHTWORKS (1) If appointment is open

Jessica Dressely

Native American Parent Advisory Committee Liaison

**Matt Bruns
Backup - Jessica Dressely**